

---

This is a reproduction of a library book that was digitized by Google as part of an ongoing effort to preserve the information in books and make it universally accessible.

Google™ books

<https://books.google.com>



359-0942

G79k

v.2

1923









359.0 942  
G79K

SUPPLIED FOR THE PUBLIC SERVICE.



V.2

1923

THE  
KING'S REGULATIONS  
AND  
ADMIRALTY INSTRUCTIONS  
FOR THE GOVERNMENT OF  
HIS MAJESTY'S NAVAL  
SERVICE,  
VOLUME II.,  
1923.

*(Containing Addenda issued to the Regulations and  
Appendices up to 31 December 1923, and Index.)*



LONDON:

PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.

To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:  
Adastral House, Kingsway, London, W.C. 2; 28, Abingdon Street, London, S.W. 1;  
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff;  
or 120, George Street, Edinburgh;  
or through any Bookseller.

1924.

Price 5s. Net.





BY APPOINTMENT

The person charging this material is responsible for its return to the library from which it was withdrawn on or before the **Latest Date** stamped below.

Theft, mutilation, and underlining of books are reasons for disciplinary action and may result in dismissal from the University.

To renew call Telephone Center, 333-8400

UNIVERSITY OF ILLINOIS LIBRARY AT URBANA-CHAMPAIGN

DEC 17 1979

DEC 18 1979

The O  
Distil  
in the W  
1627

L161—O-1096

John Haig & Co., Ltd., Distillers, Markinch, Fife, and Kinnaird House, Pall Mall East, S. W. 1.

# EAGLE, STAR & BRITISH DOMINIONS INSURANCE COMPANY, LIMITED.

## FOREWORD

by

**SIR EDWARD M. MOUNTAIN, BART., J.P.**

*The whole principle of Insurance business is to divide the losses which inevitably arise, over a large number of individuals, in order that one particular individual may not suffer from what is commonly called "bad luck."*

*There are so many untoward events that may occur in life that it would be a calamity, and in many cases an irretrievable blow, to the individual, if he alone had to bear the brunt of his misfortune.*

*It was this well-recognised fact that originally created the demand for Insurance. An Insurance Company, recognising by long experience the various risks to which each individual may be exposed, has, by means of small contributions collected from each, been able, out of the funds so collected, to indemnify those who suffer the misfortunes.*

*If everyone could be certain that in all the vicissitudes of life good and bad fortune were meted out equally, there might be little need to insure, though even if such were the case, and losses foreseen and unforeseen were equally distributed, it would cost each individual very little less than the premiums he has to pay to insure against such contingencies.—E. M. M.*

The management of the **Eagle, Star & British Dominions Insurance Company** have for very many years made it their principal business to introduce the most up-to-date policies to protect the public against almost every risk to which they are subject.

In some vocations of life certain risks occur which are peculiar to such vocations, but there are undoubtedly some risks (more or less common to all), against which **every responsible person should be protected.**

It behoves each individual to determine for himself, in his own particular case, the risks that in his judgment he wishes to guard against.

The Company claim to be the most progressive and up-to-date of all Insurance Companies. It would be impossible in this space to describe all the forms of Insurances designed by the Company, as they are very numerous, but particulars of such forms of Insurance as are considered essential to the Navy are given hereafter, and if cover for any particular risk not mentioned herein should be required, it is only necessary to write to the Head Office of the Eagle Star & British Dominions Insurance Company, Limited, British Dominions House, Royal Exchange Avenue, London, E.C.3. when immediate attention will be given to such requirement.

In the same way, for any form of Insurance which is mentioned herein, prospectuses may be obtained either from the Head Office, or from any of the Company's Agents, which exist all over the world, and careful and immediate attention will be given.

\* \* \* \* \*

Realising the needs of the Naval Officer in respect of the Insurance of his more personal "Goods and Chattels," we have for some time been issuing a special **"World-wide" Fire and Burglary Policy**, covering loss or damage as a result of Fire, Lightning, Explosion of Gas or Domestic Boilers, Burglary, Housebreaking, Larceny and Theft, whilst the property is in any Private Residence anywhere in the World, whilst it is in any Club, Hotel, Inn or Boarding or Lodging House—also anywhere in the World—where the Insured may be residing; whilst it is on board any of His Majesty's Ships, or in Officers' Quarters or Barracks, and whilst it is in transit or removal from one permanent address to another. The Insurance can, if desired, be extended to cover Property in Store.

For the Officer who desires to cover more than Fire and Burglary, an **"All-risks" Policy**—which we specially

recommend—is issued. A Policy of this character covers loss from any fortuitous cause (except War, Wear and Tear, Depreciation, Moth and Vermin) anywhere and everywhere.

**There is possibly nothing more disappointing than to find that one is not properly insured,** but this cannot be the case if a Policy is effected with a Company which specialises in the particular requirements of its various classes of Clientele—which the Eagle, Star & British Dominions Insurance Company do.

Where a Naval Officer keeps up a permanent home he cannot do better, in respect of the Contents of that Home, than effect an **“All - in” Policy.** A Policy which covers **practically every risk which the householder,** as a householder, runs from loss or damage as a result of Fire, Burglary, to Breakage of Mirrors, and accidents to Servants and the Public, etc., etc.

**An important feature to the Naval Officer,** who is naturally **so often away,** is that all these risks are **covered under one Policy,** which can be paid by one cheque, thus obviating the danger of letting individual Policies inadvertently lapse, which so often arises where a number of separate Policies are effected, and which may more easily occur in the case of a person who is away from home to any great extent. The really prudent course is to effect Policies which really cover your Risks, and then give your Bankers an order for the payment of Renewal Premiums as they become due. There is then that continuity which is so essential to security. Periodical revision of the Insurances, as necessity arises, is then all that has to be done.

\* \* \* \* \*

The Naval Officer in many cases finds it is desirable to increase the existing provision for his wife and family in the event of his death, and to supplement his income on retirement.

In other cases his chief anxiety arises from the knowledge that on his death funds will have to be provided (perhaps by the sale of securities at a time when such a sale could only result in loss) to meet the heavy Death Duties payable to the Government.

The Company issues LIFE INSURANCE POLICIES on attractive terms to meet these needs, charging a very moderate extra premium of 10s. per cent. per annum to cover Service risks in any part of the world, this extra premium ceasing on permanent retirement from the Service.

If the Policy is required specially to meet Death Duties, arrangements can be made under which the Policy monies would be paid direct to the Inland Revenue Authorities



without waiting for Probate or Letters of Administration to be granted. **This procedure in many cases will relieve the Executors or Administrators from the anxiety of finding ready money, and will so avoid inconvenience and possible loss.**

Another attractive form of Insurance enables provision to be made for the **education of sons and daughters.** The cost of education is often a serious drain on an Officer's current resources, but by payment of a comparatively small premium when the children are growing up, a substantial sum can be secured each year during those years when school fees are so burdensome. For example, to procure £150 per annum for five years, at a time when the more serious education of children commences, provided the insurance is effected before the child is a year old, would only cost £48 9s. 4d. a year in premiums (taking the father's age as thirty-five next birthday), and the payment of £150 a year would commence at the end of thirteen years from the date of the first payment. **Should the father die before the end of the thirteen years, no further payment of premium would be required after his death, but the child's education would be provided for in due course.**

The Company has also some very attractive Policies called CHILDREN'S DEFERRED ASSURANCES which provide, on the child attaining the age of twenty-one, irrespective of the state of his health at that time, a Policy of Insurance at a premium far below that at which a new Policy could be obtained if the child remained in perfect health. **The policy would be free from all restrictions as to residence or occupation,** and moreover, valuable options are afforded which enable this form of Policy to be adapted to the particular circumstances of the Life assured. For example, in the case of a child aged 1 next birthday, for an annual premium of only £7 12s. 6d., payable until age 55, a Policy can be obtained securing payment of £1,000 in the event of death at any time after age 21, while on the attainment of that age the Life assured is afforded the following valuable options:—

- (a) Surrender the Policy at age 21 for a cash payment of £204.
- (b) Exchange the Life Policy for £1,000 payable only at death, which commences at age 21, for an Endowment Policy of £782 payable at age 55, or at any time should death occur before attaining that age.

Should the child die before attaining the age of 21, at least all the premiums paid would be refunded.

---

**EAGLE, STAR & BRITISH DOMINIONS INSURANCE COMPANY, Ltd.**  
**ROYAL EXCHANGE AVENUE, E.C. 3      -      -      Assets exceed £20,000,000**

SUPPLIED FOR THE PUBLIC SERVICE.

THE  
KING'S REGULATIONS  
AND  
ADMIRALTY INSTRUCTIONS  
FOR THE GOVERNMENT OF  
HIS MAJESTY'S NAVAL  
SERVICE,  
VOLUME II.,  
1923.

*(Containing Addenda issued to the Regulations and  
Appendices up to 31 December 1923, and Index.)*



L O N D O N :

PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.

To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:  
Adastral House, Kingsway, London, W.C. 2; 28, Abingdon Street, London, S.W. 1;  
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff;  
or 120, George Street, Edinburgh;  
or through any Bookseller.

1924.

Price 5s. Net.

ADMIRALTY, S.W. 1,  
*June, 1924.*

THE following amendments to Volume I. of the King's Regulations and Admiralty Instructions and the revised Appendices included herein, having been approved by My Lords Commissioners of the Admiralty, are hereby promulgated for information and guidance.

By Command of Their Lordships,

*O. Murray*

To the respective Flag Officers,  
Captains, Commanders and  
Officers Commanding His  
Majesty's Ships and Vessels.

359.0942

G79k

1913-23

v. 2

**DIRECTIONS FOR USE OF VOLUME II. (1923),  
AND OF LATER AMENDMENTS.**

---

**I. Addenda to Volume I. and Appendices.**—The formal alterations promulgated up to December, 1923 (inclusive), *i.e.*, up to and including those issued in Admiralty Fleet Order K.R. 19/23, have been included.

**II. Later Amendments** to the King's Regulations and Admiralty Instructions are promulgated monthly in the "K.R." series of Admiralty Fleet Orders.

These amendments are on sale.

**III. Full list of Amendments.**—An up-to-date list of all formal amendments to the Articles in Volume I. and the Appendices in Volume II. is shown in the March, June, September and December editions. The other monthly editions of the series include the list of amendments promulgated in that particular issue only.

**Care is to be taken** when using the King's Regulations and Admiralty Instructions invariably to refer to the **latest** quarterly list of amendments and any subsequent monthly issues, as the Article, Clause or Appendix in question may have been altered.

**IV. New matter** (*i.e.*, matter not hitherto printed either in Volume I. or Volume II.) is underlined or scored in the margin. Portions of an Article, Clause or Appendix which have been altered and re-enacted are also indicated in this way.

**V. Deletions.**—Where *part* of an Article, Clause or Appendix has been deleted, the deletion is indicated thus :—

\_\_\_\_\_ | \_\_\_\_\_

When there is no other alteration in the Article or Clause concerned, a deletion may be effected by a simple direction to delete the matter which is to be removed.

**VI. Asterisks** placed before or after a Clause or Sub-clause signify that the portion of the Article or Clause not re-enacted remains as before.

**VII. The Notations in brackets** show the Office Number and date of the papers upon which the alterations have been promulgated.

**VIII. The Index** at the end of this Volume has been revised and brought up to date.

# CONTENTS.

	PAGE
Addenda to Volume I. . . . .	-
<b>APPENDIX.</b>	
I.—Scale of Full Pay and Allowances . . . . .	406
II.—Scale of Half Pay . . . . .	427
III.—Payments on Account . . . . .	431
IV.—Allowance in lieu of Provisions, Fuel, and Lights . . . . .	441
V.—Servants' Allowance . . . . .	441
VI.—Officers of the Royal Naval Transport Service—Rank and Pay . . . . .	442
VII.—Scale of Grants, &c., to Gunnery and Torpedo Improvement Funds . . . . .	443
VIII.—Scale of Store Allowances to Officers of the Royal Navy . . . . .	444
IX.—Scale of Maximum Allowances for Losses of Clothing . . . . .	450
X.—Scale of Baggage allowed to Officers and Men . . . . .	451
XI.—Courses of Instruction and Examinations . . . . .	453
XII.—Powers in regard to Officers unfit for or unworthy of further employment . . . . .	519
XIII.—Surgeons temporarily employed in R.N. . . . .	520
XIV.—Training of Officers for charge of Naval Ordnance Stores at Depôts abroad . . . . .	522
XV.—Officers in Civil, Colonial or Foreign Employment; Conditions of Service, Pay, &c. . . . .	523
XVI.—Ship's Company and Marines: Ratings, Wages, and Allowances . . . . .	527
XVII.—Victualling . . . . .	627
XVIII.— <i>Cancelled.</i>	
XIX.—Reports and Returns required to be rendered by the Fleet . . . . .	631
XX.—Conduct of Clerical duties on board Ship in War Time . . . . .	675
XXI.—Summary Punishments for Soldiers and Aircraftmen . . . . .	679
XXII.—Specification for Coffin . . . . .	688
XXIII.—Application of the N.D. Act to Officers and Men of the R.N. and the Dominion Navies in relation to each other . . . . .	689
Index . . . . .	691

**ADDENDA (1923)**

**TO**

**VOLUME I.**

**OF THE**

**KING'S REGULATIONS**

**AND**

**ADMIRALTY INSTRUCTIONS.**

## EXPLANATION OF TERMS.

\* \* \* \* \*

**COMMAND.**—The authority vested in officers and ratings over their subordinates within their own department.

**MILITARY COMMAND.**—The general authority vested in the officers of the Military Branch specified in Articles 192 and 171 of these Regulations and Instructions, and in the ratings shewn in Roman type in Appendix XV, Part I, to command one or more ships or boats or to direct any work or undertaking which requires the co-operation of different branches of the service. (N. 6226/21.)

\* \* \* \* \*

**SHIP.**—Any vessels in commission or ordered by the Admiralty to be commissioned. See 31a (*His Majesty's Ship*). (N.L./T. 1231/13.)

**NAVAL ESTABLISHMENT.**—Any Establishment paid for out of Navy Votes, and therefore coming under Admiralty control. (M. 40997/20.)

**FLEET ESTABLISHMENT.**—Any Naval Establishment manned by Naval or Marine Officers and men, or by civilians engaged for Fleet Services.

**CIVIL ESTABLISHMENT.**—Any Naval Establishment manned upon a civilian basis, e.g., Dockyards, Victualling Yards, Observatories, Naval Ordnance Depôts, &c.

**MEDICAL ESTABLISHMENT.**—Naval Hospital, Infirmary or Sick Quarters.

**EDUCATIONAL ESTABLISHMENT.**—Any Royal Naval College. (C.E. 9351/20.)

\* \* \* \* \*

**THE SIGNAL OFFICER.**—The Lieutenant or other Officer in charge of the ship's signalling.

**THE W/T OFFICER.**—The Lieutenant or other Officer in charge of the wireless telegraphy of the ship. (E.F.O. 11100/20.)

**THE ENGINEER OFFICER.**—The Engineer Commander or other officer in charge of the machinery and boilers.

**THE MARINE OFFICER.**—The officer in charge or command of the detachment of Royal Marines embarked in the ship. (C.W. 3668/20.)

\* \* \* \* \*

**THE NAVAL HEALTH OFFICER.**—The medical officer specifically appointed on the staff of the Commander-in-Chief for duty as specialist and adviser in matters concerning the health of ports, bases and ships within the limits of the command. (C.W. 14777/20.)

\* \* \* \* \*

MIDSHIPMAN, NEW SCHEME	-	-	-	-	-	}	Cancelled.
MIDSHIPMAN, OLD SCHEME	-	-	-	-	-		

(C.W. 8774/12.)

**JUNIOR MIDSHIPMAN.**—A Midshipman with less than 12 months' service since leaving the Training Cruiser.

**SENIOR MIDSHIPMAN.**—A Midshipman who has completed 12 months' service since leaving the Training Cruiser.

**COMMISSIONED OFFICERS FROM WARRANT RANK.**—Officers of the grade lying between Warrant Officer and Lieutenant, i.e.,—*Royal Navy*—Commissioned Gunner, Commissioned Boatswain, Commissioned Signal Boatswain, Commissioned Telegraphist, Commissioned Master-at-Arms, Commissioned Shipwright, Commissioned Engineer, Commissioned Mechanician, Commissioned Ordnance Officer, Commissioned Electrician, Commissioned Wardmaster, Senior Master, Commissioned Writer, Commissioned Victualling Officer, Commissioned Instructor in Cookery. *Royal Marines*—Commissioned Royal Marine Gunner, Headmaster, Commissioned Sergeant-Major, Commissioned Superintending Clerk and Commissioned Bandmaster. (N. 16034/21.)

## EXPLANATION OF TERMS—continued.

COMMISSIONED OFFICERS FROM WARRANT RANK AND ABOVE.—The Officers described in the preceding paragraph, together with Lieutenants, Lieutenant-Commanders and Commanders promoted from Warrant rank. (C.W. 1395/19.)

WARRANT OFFICERS AND ABOVE.—The Officers described in the two preceding paragraphs, together with Warrant Officers.

WARRANT OFFICERS.—*Royal Navy*—Gunner, Boatswain, Signal Boatswain, Warrant Telegraphist, Warrant Master-at-Arms, Warrant Shipwright, Warrant Engineer, Warrant Mechanician, Warrant Ordnance Officer, Warrant Electrician, Warrant Wardmaster, Schoolmaster, Warrant Writer, Warrant Victualling Officer, Warrant Instructor in Cookery. *Royal Marines*—Royal Marine Gunner, R.M. Schoolmaster (W.O.), Sergeant-Major, Superintending Clerk and R.M. Bandmaster (W.O.). In all matters concerning stores, surveys and routine duties, the term shall be taken to include Commissioned Officers from Warrant rank.

(N. 16034/21.)

\* \* \* \* \*

A MONTH.—For all purposes connected with pay and time, the following scale is to be observed whenever the word month or months is used in these regulations as a measure of time, unless otherwise provided by statute.

1 month	shall be equal to, and vice versâ	-	=	30 days.
2 months	" " "	-	=	61 "
3 "	" " "	-	=	91 "
4 "	" " "	-	=	121 "
5 "	" " "	-	=	152 "
6 "	" " "	-	=	182 "
7 "	" " "	-	=	212 "
8 "	" " "	-	=	243 "
9 "	" " "	-	=	273 "
10 "	" " "	-	=	303 "
11 "	" " "	-	=	334 "

A YEAR.—Twelve months or one year shall be reckoned by the calendar for all purposes, except the calculation of "service" and "service in a ship-of-war at sea," necessary to determine the eligibility for promotion of Officers of certain ranks, which will continue to be calculated at the rate of 365 days to a year.

### NOTES.

(i) Care is to be taken in reckoning service by the calendar to allow for time lost as a result of punishment, &c. (e.g., cells, detention, &c.), or absence from the Service, by adding the number of days lost to the date as indicated by the calendar.

(ii) In counting time for increases of pay after three and six years' man's time, the provisions laid down in Appendix XV., Part I, paragraphs 5, 6, 7 and 8, are to be complied with in reckoning the year by the calendar.

(iii) Where a period of twelve months or one year begins on the last day of February of any year, whether that date be the 28th or the 29th of the month, the successive years reckoned by the calendar, shall be deemed to end on the day preceding the last day of February, i.e., on the 27th (or on the 28th if a leap year), and similarly where the period of calculation begins on the first day of March of any year, the successive years reckoned by the calendar shall be deemed to end on the last day of February, i.e., on the 28th (or on the 29th if a leap year).

(N. 16133/20.)

YEARLY.—On 31st December of each year.

\* \* \* \* \*

JUNIOR SERVICE.—All service as Acting Lieutenant, Sub-Lieutenant, Mate, Acting Mate, Assistant Paymaster, Engineer, Assistant Engineer, Engineer Lieutenant (Junior List), Engineer Sub-Lieutenant, Mate (E) or Acting Mate (E).

(C.W. 8538/12. and C.W. 9246/13.)

\* \* \* \* \*



# EXPLANATION OF TERMS—continued.

MARINE.—Cancelled.

(N. 5475/23.)

## ABBREVIATIONS.

The following abbreviations in books and accounts signify :—

*	*	*	*	*	*
<u>D/F.—Wireless Telegraphy Direction Finding.</u>					
					(M. 3082/23.)
*	*	*	*	*	*
D.S.Q. <i>Cancelled.</i>					
					(N.P. IV./104/21.)
*	*	*	*	*	*
E.A. <i>Cancelled.</i>					
					(N. 16034/21.)
*	*	*	*	*	*
G.S.A. <i>Cancelled.</i>					
					(N. 16034/21.)
*	*	*	*	*	*
L/T.—Land Telegraphy and/or cable.					
					(E.F.O. 11100/20.)
*	*	*	*	*	*
M.P.A. <i>Cancelled.</i>					
					(N. 16034/21.)
*	*	*	*	*	*
P.R.T.I. Physical and Recreational Training Instructor.					
P.T.I. <i>Cancelled.</i>					
					(N. 16034/21.)
*	*	*	*	*	*
R/T.—Wireless Telephony.					
*	*	*	*	*	*
S/T.—Sound Telegraphy.					
*	*	*	*	*	*
V/S.—Visual Signalling.					
*	*	*	*	*	*
W/T.—Wireless Telegraphy.					
					(E.F.O. 11100/20.)
<u>*W.T.—Cancelled.</u>					
					(M. 3082/23.)
*	*	*	*	*	*

## Note as to Revision of Titles.

The following alterations have been made \_\_\_\_\_ since Volume I. was issued.

The new titles have been inserted in Articles recently revised; elsewhere, as may be necessitated by the context, the new titles should be understood as replacing those previously in use.

(N. 5475/23.)

\* As shown in Volume I. (1913).

# EXPLANATION OF TERMS—continued.

## COMMISSIONED OFFICERS.

<i>Old Title.</i>	<i>New Title.</i>
Lieutenant of 8 years' seniority	Lieutenant-Commander.
Lieutenant under 8 years' seniority	Lieutenant.
Engineer Lieutenant (Senior List)	Engineer Lieutenant-Commander.
Engineer Lieutenant (Junior List)	Engineer Lieutenant.
Medical Director General	The Medical Director General may be granted, at the discretion of the Admiralty, the rank of Surgeon Vice-Admiral if a Surgeon Rear-Admiral, and of Surgeon Rear-Admiral if a Surgeon Captain.
Surgeon General	Surgeon Rear-Admiral.
Deputy Surgeon General	Surgeon Captain.
Fleet Surgeon	Surgeon Commander.
Staff Surgeon	Surgeon Lieutenant-Commander.
Surgeon	Surgeon Lieutenant.
Paymaster Director General	To have the rank of Paymaster Rear-Admiral.
Paymaster-in-Chief	Paymaster Captain.
Fleet Paymaster	Paymaster Commander.
Staff Paymaster	Paymaster Lieutenant-Commander.
Paymaster	
Assistant Paymaster of 4 years' seniority	Paymaster-Lieutenant.
Assistant Paymaster under 4 years' seniority.	Paymaster Sub-Lieutenant.
Clerk	Paymaster Midshipman.
Assistant Clerk	Paymaster Cadet.

Accountant Officers serving as Secretaries, who by virtue of their appointment wear the uniform of a rank higher than that actually held by them, have the title corresponding to the uniform worn whilst holding such appointment.

NOTE.—The old titles of Accountant Officers used above are those which were in force prior to the alterations of titles made in 1917.

Chief Naval Instructor	Instructor Captain.
Naval Instructor of 14 years' seniority	Instructor Commander.
Naval Instructor of 6 years' seniority	Instructor Lieutenant-Commander.
Naval Instructor of under 6 years' seniority.	Instructor Lieutenant.

## WARRANT OFFICERS AND ABOVE.

Lieutenant over 8 years.	From Commissioned Signal Boatswain.	Signal Lieutenant-Commander.
Lieutenant under 8 years.		
Lieutenant over 8 years.	From Commissioned Telegraphist.	Telegraphist Lieutenant-Commander.
Lieutenant under 8 years.		
Carpenter Lieutenant over 8 years		Shipwright Lieutenant-Commander.
Carpenter Lieutenant under 8 years		Shipwright Lieutenant.
Assistant Paymaster over 4 years (from Commissioned Victualling Officer).		Paymaster Lieutenant (V).
Chief Gunner		Commissioned Gunner.
Chief Boatswain		Commissioned Boatswain.
Chief Signal Boatswain		Commissioned Signal Boatswain.
Chief Artificer Engineer		Commissioned Engineer.
Chief Carpenter		Commissioned Shipwright.
Chief Master-at-Arms		Warrant Master-at-Arms.
Artificer Engineer		Warrant Engineer.
Head Steward		Warrant Victualling Officer.
Instructor in Cookery		Warrant Instructor in Cookery.
Carpenter		Warrant Shipwright.
Head Wardmaster		Warrant Wardmaster.

# EXPLANATION OF TERMS—*continued.*

## ROYAL MARINES.

	<i>Old Title.</i>	<i>New Title.</i>
Marine(s)	- - - - -	- Royal Marine(s).
Gunner(s) or Private(s)	- - - - -	- Marines.
Royal Marine Light Infantry (R.M.L.I.)	- - - - -	} Royal Marines.
Royal Marine Artillery (R.M.A.)	- - - - -	

(N. 5475/23.)

## CHAPTER I.

## GENERAL REGULATIONS.

## ARTICLE 6.

\* \* \* \* \*

2. All persons in the Fleet are forbidden to engage in any moneylending, bookmaking or betting business either on their own account or as agents for others. (N.L. 13454/22.)

11. **Welfare.**—In order that matters affecting the well-being of the men of the Fleet may be brought to notice from time to time the Admiralty will, at stated intervals, and under regulations promulgated by Admiralty Orders from time to time, provide opportunities for representatives of the various branches to meet to discuss matters affecting the interests of the Lower Deck, and to prepare written statements on such matters.

2-6. *Cancelled.*

(N. 2817/22.)

7. **Other Combinations.**—Apart from the meetings directly authorised by Clause 1, all combinations of persons belonging to the Fleet formed for the purpose of bringing about alterations in the existing regulations or customs of His Majesty's Naval Service, whether affecting their interests individually or collectively, are prohibited as being contrary to the traditions and practice of the Service and injurious to its welfare and discipline. Every person is fully authorised individually to make known to his superior any proper cause of complaint, but individuals are not to combine, either by the appointment of Committees or in any other manner to obtain signatures to memorials, petitions or applications, nor are they collectively to sign any such documents.

## ARTICLE 14.

\* \* \* \* \*

3. Matter for the publication of which permission is required must be submitted to the Admiralty in duplicate and in the form of typewritten or proof copies.

(N.L./1920.)

4. The foregoing provisions of this Article do not apply to Naval Officers on Half Pay. Such officers should, however, remember not only that they are subject to the Official Secrets Acts, but also in their own interests that public expressions of opinion on controversial questions, especially on questions of foreign policy, may make it difficult to consider them for re-employment in certain capacities. They will further be held responsible for any publication which is considered by the Admiralty to be subversive of discipline, or contrary to the best interests of the Naval Service. (N.L. 13598/22.)

16. **Interest in Contracts.**—Every officer is forbidden to have any pecuniary interest or personal advantage in the purchase of or in contracts for, the supply of provisions or stores of any kind for the use of His Majesty's ships or the Naval Service generally, or in contracts made for the executing of any Naval works on shore.

Any officer on the retired list rejoining for service, and any Naval pensioner called out, is required to disclose to the Admiralty particulars of his interest in companies or firms to which the Admiralty contracts are granted, and is forbidden, whilst re-employed, to acquire any further shares or interest in such companies or firms.

(N.L. II. 36908/15 and 15288/16.)

\* \* \* \* \*

16a. **Bankruptcy.**—Any officer on the Active List against whom a receiving order in bankruptcy is made, or who voluntarily files a petition in bankruptcy, is to report the fact immediately to the Admiralty.

(N.L. 33207/19.)

20. **Presents.**—Persons belonging to His Majesty's Naval Service or to the Royal Marine Corps are not to accept presents from any foreign sovereign, State or

functionary or, in respect of acts performed in their official capacity, from any private source, unless the permission of the Admiralty has been previously obtained. Nor shall they allow themselves to be complimented by presents or by any collective expression of opinion from officers or ship's companies.

(N.L. II. 53198/16.)

**25. Command of Land Forces by Naval Officers and vice versa.**—Nothing contained in these Regulations is to be considered as giving a claim to any officer of His Majesty's Navy to assume command of His Majesty's land forces on shore, nor to any officer of the Army to assume command of any of His Majesty's squadrons or ships, or of any of the officers or men thereunto belonging, unless under special authority from the Government of His Majesty, or in accordance with the conditions prescribed by Section 90A of the Naval Discipline Act and Section 184A of the Army Act.

2. Whereas Section 90A of the Naval Discipline Act and Section 184A of the Army Act apply only when such conditions as may be prescribed by Regulations made by the Admiralty and Army Council are complied with.

Now, therefore, it is hereby declared that the said sections shall apply if any of the following conditions are complied with:—

(i) If an Order applying the sections is made by the Admiralty and Army Council.

(ii) If in case of emergency, when two forces are acting together and reference to the Admiralty and Army Council would cause undue delay, an Order in writing applying the sections is made by the Officers commanding the two forces respectively, but in such case, such Officers shall communicate the fact to the Admiralty and Army Council.

(iii) In the case of any Officer or man of one Service being attached to a force of the other Service, if the Officer under whose command such Officer or man is, with the consent of the Officer in command of the force to which he is attached makes an order that the said sections shall apply.

*See 220 (Naval Officers employed with Land Forces on Joint Services).*

(N.L. 19143/15.)

#### ARTICLE 26.

\* \* \* \* \*

**2. Dominion Naval Forces.**—When ships or vessels of the Dominion Navies are present at a place where a Court-Martial is ordered to be held, or when disciplinary matter involving Subordinate Officers or ratings borne on the books of a ship provided and maintained by a Dominion are referred by the Commanding Officer to his Senior Officer or to the Commander-in-Chief, the instructions contained in Appendix XXII. are to be strictly observed.

(N.L. 1505/13.)

**29. Movements of Ships.**—The movements, *i.e.*, the arrival and departure of all His Majesty's ships, are to be at once made known by telegraph to:—

(a) The Admiralty.

(b) The Commanders-in-Chief of stations or commands within the limits of which the movement takes place.

(c) The Senior Officer of the fleet, squadron or flotilla or the Commanding Officer of the establishment to which the ship belongs or is about to join.

(d) The Senior Officer (if any) of the port from which the ship has come. (Arrival only.)

(e) The Senior Officer (if any) of the port to which the ship is next proceeding. (Departure only.)

(f) The District Intelligence Officers abroad of the areas (i) in which the movement takes place, (ii) through which the ship will pass, and (iii) in which the port of destination is situated.

(g) Such other authorities as may be directed from time to time by the Admiralty or Commander-in-Chief.

2. Reports of all arrivals and Departures are to be made except those of a ship or squadron proceeding to sea for a few hours for exercises, &c. Where the departure of a vessel or squadron is reported, the return should also be reported.

3. Detailed instructions regarding the procedure for reporting and officers responsible for making the reports will be found in C.B. 1518 as amended by Confidential Admiralty Fleet Orders.

4. *Cancelled.*

(M. 44004/20.)

31a. **His Majesty's Ship.**—The title "His Majesty's Ship" (H.M.S.) is to be confined strictly to commissioned ships flying the white ensign and is not to be applied to those fleet auxiliaries which are manned with mercantile crews.

(N.L./T. 1231/13.)

2. **Fleet Auxiliary Vessels** owned by the Admiralty and manned with Mercantile Crews shall be styled "Royal Fleet Auxiliaries" (R.F.A.), and those taken up on charter "Mercantile Fleet Auxiliaries" (M.F.A.).

38. *Cancelled.*

(E.F.O. 2379/4.)

## CHAPTER II.

### CEREMONIES AND DISTINCTIONS.

#### SECTION I. ROYAL SALUTES AND FLAGS.

##### ARTICLE 40.

\* \* \* \* \*

2. Whenever the Sovereign shall go on board any ship of war the Royal Standard shall be hoisted at the main, the flag of the Lord High Admiral at the fore, and the Union Flag at the mizen of such ship; or if on board a vessel with less than three masts, they shall be hoisted in the most conspicuous parts of her. In addition, whenever H.M. ships or vessels are under way flying the Royal Standard or escorting one of H.M. ships or vessels which is flying the Royal Standard, they are to fly the Union Flag at the jackstaff. A Royal salute shall also be fired from a ship or vessel on the Sovereign going on board, and again on leaving her; and every one of His Majesty's ships present shall likewise fire a Royal salute on the hoisting of those flags, and such further Royal salutes shall be fired on the Sovereign quitting the ship or vessel or passing in a boat, or on such other occasions as may be directed.

(N.L. 16068/20.)

\* \* \* \* \*

##### ARTICLE 48.

\* \* \* \* \*

2. \_\_\_\_\_ The Viceroy and Governor-General of India, when within the territorial limits of his Vice Royalty as defined in Article \_\_\_\_\_ 64 is to be considered as junior to the Sovereign \_\_\_\_\_ and is to be saluted accordingly by His Majesty's ships before any other member of the British Royal Family, foreign Sovereigns, Presidents of Republics, or any members of foreign Royal or Imperial Families. The standards of such Royal, Imperial, or distinguished personages are subsequently to be saluted in the order laid down in Article 46.

(M. 1232/23.)

51. *Cancelled.*

(M. 1232/23.)

## SECTION II. SALUTES AND FLAGS IN INDIA.

55. Table of Salutes in India.—The following is the Special Table of Salutes established for the Indian Empire :—

	Scale.
The King and Emperor when present in person . . . . .	101 guns.
Members of the Royal Family . . . . .	31 "
Royal Salutes . . . . .	31 "
The Viceroy and Governor-General of India . . . . .	31 "
Foreign Sovereigns and Members of Their Families . . . . .	21 "
Ambassadors . . . . .	19 "
Governors of Presidencies . . . . .	17 "
The President of the Council in India . . . . .	17 "
Governors of His Majesty's Colonies . . . . .	17 "
The Governor of the French Settlements in India . . . . .	17 "
The Governor of Portuguese India . . . . .	17 "
Lieutenant-Governors of Provinces in India . . . . .	15 "
Members of Council . . . . .	15 "
The Naval Commander-in-Chief, East Indies Station— according to Naval rank, with two guns added. See Art. 61.	
General Officers of the Army in India :—	
Commander-in-Chief (if a Field Marshal) . . . . .	19 "
Commander-in-Chief (if a General) . . . . .	17 "
Army Commanders . . . . .	15 "
Lieutenant-Generals and Major-Generals Commanding Divisions . . . . .	13 "
Major-Generals and Brigadier-Generals Commanding Brigades . . . . .	11 "
Plenipotentiaries and Envoys . . . . .	15 "
Lieutenant-Governors of His Majesty's Colonies . . . . .	15 "
Members of the Councils of Governors of Presidencies in India* . . . . .	15 "
Members of the Councils of Lieutenant-Governors* . . . . .	13 "
Agents to the Viceroy and Governor-General . . . . .	13 "
Residents . . . . .	13 "
Chief Commissioners of Provinces and Commissioners . . . . .	13 "
Political Agents and Chargés d'Affaires . . . . .	11 "
The Governor of Damaun . . . . .	9 "
The Governor of Diu . . . . .	9 "

(M. 01079/13.)

---

\* Within their own Presidencies or Provinces.

## SECTION III. SALUTES TO CIVIL, NAVAL AND MILITARY AUTHORITIES.

## ARTICLE 69.

## TABLE OF SALUTES.

Classes.	Civil, Naval and Military Functionaries entitled to Salutes when in their Official Capacities.	Number of Guns.	By His Majesty's Ships.			By the Fort or Battery from which Salutes are usually Fired.			Remarks.
			Within what Limits.	Occasions.	How often by the same Flag, Broad Pendant or Ship.	Within what Limits.	Occasions.	How often.	
I.	The Lord Warden of the Cinque Ports.	19	*	*	*	*	*	*	*
II.	The Governor of Northern Ireland and the Governor-General of the Irish Free State.	19	Those of his Government.	*	*	*	*	*	*
	The Governor-General of the Dominion of Canada, the Governor-General of the Commonwealth of Australia, the Governor-General of the Union of South Africa, and the Governor of the Dominion of New Zealand.	19		*	*	*	*	*	
	Governor or High Commissioner* of any of His Majesty's Colonies, Protectorates, Territories, Dependencies, Castles or Fortresses, with the exception of the Governor of the Dominion of New Zealand.	17							



ARTICLE 69—continued.  
TABLE OF SALUTES.

Classes.	Civil, Naval and Military Functionaries entitled to Salutes when in their Official Capacities.	Number of Guns.	By His Majesty's Ships.			By the Fort or Battery from which Salutes are usually Fired.			Remarks.
			Within what Limits.	Occasions.	How often by the same Flag, Broad Pendant or Ship.	Within what Limits.	Occasions.	How often.	
III.	Lieutenant - Governor or Commissioner if administering the Government of a colony, protectorate, territory or dependency, and if holding a commission direct from the King, or acting temporarily for an officer so commissioned. Administrators or Commissioners† of colonies, protectorates, territories, or dependencies, acting in subordination to a Governor or High Commissioner.	15	Those of his Government.	*	*	*	*	*	
IV.	* * *	*	*	*	*	*	*	*	(M. 1232/23.) * *

Notes to Classes II and III.

(Class II.) *Governor or High Commissioner.\**

\* The High Commissioner of the Western Pacific will be entitled to the same number of guns when visiting, embarking in, or disembarking from a ship outside the precincts of his Government, but within the limits embraced by his Commission.

(Class III.) *Administrators or Commissioners.*

† The British Resident, Zanzibar, will be entitled to a salute of 13 guns, and the following officers to 11 guns only, viz. :—

British Resident Commissioner, New Hebrides.

Resident Commissioner, British Solomon Islands Protectorate.

" Gilbert and Ellice Islands Colony.

" Rarotonga.

" Niue.

Administrator, Nauru.

These officials will rank as Administrators or Commissioners in respect to visits under Article 99.

(M. 1520/23.)

SECTION IV. INTERNATIONAL SALUTES AND SALUTES TO FOREIGNERS.

ARTICLE 76.

\* \* \* \* \*

2. For the purpose of this Article, as a rank of full Admiral does not exist in the French Navy, Vice-Admirals of that nation in command of a fleet or holding a commission in time of peace as Commander-in-Chief of a fleet (who will fly a square flag of the national colours with three white stars in triangle on the blue part) are to be regarded as full Admirals and are to be saluted with 17 guns.

(M. 61379/20.)

3. The provisions of Article 73 will apply to an inferior authority in the presence of a superior authority of the same nation.

(M. 64223/20.)

**78. National Salutes.**—The Captain of a ship, or the Senior Officer of more than one ship, on anchoring at a foreign port where there is a fort or battery, or where a ship of the nation may be lying, shall salute the national flag with 21 guns, on being satisfied that the salute will be returned.

The salute shall be fired on each occasion that a ship visits a foreign port, except that of a ship leaving port temporarily, when, by agreement with the local authorities, the salute on her return may be dispensed with. This rule has been concurred in by the Maritime Powers generally.

(M. 13094/13.)

SECTION V. SALUTES IN GENERAL.

**85. Ships authorised to Salute.**—Salutes are to be fired by :—

(a) All ships except Destroyers commanded by a Captain or Commander and carrying four or more \_\_\_\_\_ Q.F. guns of the same nature, suitably placed, or provided with a saluting armament of light Q.F. guns.

(b) The number of guns employed \_\_\_\_\_ should not be less than at (a), except where Admiralty approval has been given.

(c) \_\_\_\_\_

2. } Cancelled.  
3. }

(G. 3478/23.)

\* \* \* \* \*

SECTION VI. SALUTES WHICH ARE TO BE RETURNED OR NOT RETURNED.

ARTICLE 92, CLAUSE 1.

\* \* \* \* \*

**NOTE.**—By this Clause of the Article (taken in conjunction with Clause 3 of the same Article) His Majesty's Ships will not return a personal salute to a British

Officer fired by foreign vessels; nor will such return salute be expected by the Officers of a Power which adheres strictly to the international arrangement. If, however, on any occasion where personal salutes are exchanged, a personal salute fired by one of His Majesty's Ships or by the ship of some third nation to a foreign Officer is returned, it is an excess of courtesy which it would be impossible not to reciprocate by returning any personal salute to a British Officer fired immediately afterwards under like conditions. His Majesty's Ships may even take the initiative in returning personal salutes, if such is known to be the custom of the nation whose ship has saluted, and if it is expected that a personal salute to an Officer of that nation will presently have to be fired and will be returned.

(M. 12910/14.)

\* \* \* \* \*

4. \_\_\_\_\_ | \_\_\_\_\_ Viceroy.—Salutes to the \_\_\_\_\_ | \_\_\_\_\_ Viceroy of India are not returned.

(M. 1232/23.)

\* \* \* \* \*

## SECTION VIII. VISITS OF CEREMONY.

**95a. Visits to Foreign Ports.**—The preliminary arrangements for visits of H.M. Ships to foreign ports will always be made by the Foreign Office with the foreign Government concerned, except—

(a) on certain foreign stations, where the Commander-in-Chief is authorised to communicate direct with His Majesty's representative in the country which it is proposed to visit; and

(b) in the circumstances specified in clause 3.

2. As soon as the consent of the foreign Government concerned has been obtained, the Senior Officer of the visiting fleet or squadron, or the Commanding Officer of a single ship, will notify the British Consul direct of the date and time of the intended arrival of the fleet, squadron or ship at the foreign port and the probable duration of the visit. Ceremonial visits are to be exchanged in accordance with Articles 96, 97 and 98.

The customary visit to the Governor or chief authority at a foreign port should always be made unless there is some special reason for not doing so. Communication should always be established with the Consular officer on arrival.

3. In the event of a visit of H.M. Ship to a foreign port being of very short duration and purely informal as distinct from a ceremonial nature, *e.g.*, for the purpose of shipping or landing persons or stores, the British Consul will be notified of the proposed visit direct by the Commanding Officer of the ship, with a request that the local authorities may be informed.

The Foreign Office will be requested by the Admiralty to inform the Government concerned of the proposed visit and of its informal character. Communication should be established with the Consular Officer on arrival and the Commanding Officer should consult with him as to the practicability of exchanging any ceremonial visits. When a call is made at a naval port, visits should always be paid to the naval authority.

(M. 1722/23.)

**98. Consular Authorities.**—On the arrival of a fleet, squadron, or ship at a foreign port, the first visit will be made by the Naval or Consular Officer who is subordinate in rank to the other, according to the following scale:—

(a) Agents and Consuls General or Commissioners and Consuls General. To rank with, but after Rear-Admirals.

(b) Consuls General - - - To rank with, but after Commodores.

(c) Consuls - - - To rank with, but after Captains of the Royal Navy of three years' standing, and before all other such Captains.

(d) Vice-Consuls - - - To rank with, but after Lieutenant-Commanders.

(e) Consular Agents - - - To rank with, but after all Lieutenants.

(M. 60173/20.)

## 99. Governors-General and Governors of the Overseas Dominions, Colonies, &c. (M. 60173/20.)

\* \* \* \* \*

### 2. Occasions.—Official visits are to be exchanged on the following occasions :—

(a) On the arrival of one or more of His Majesty's ships at a port at which the Governor, Lieutenant-Governor, Administrator, or Commissioner of the colony, territory, or dependency is present—between such officer and the Senior Officer in command of the squadron or ship.

(b) On the first arrival at such a port, since taking up his appointment, of any Flag Officer, or Commodore flying his broad pendant—between him and the Governor, Lieutenant-Governor, Administrator, &c.

(c) On a Governor, Lieutenant-Governor, Administrator, or Commissioner newly appointed assuming office—between him and all Flag Officers, and Commodores flying their broad pendants, present.

(d) These visits need not be exchanged more than once during the respective tenure of office of the King's representative and the naval officers mentioned above.

### 3. Visits : how to be paid.—

(a) A Governor is always to receive the first visit from the Senior Officer in command of the squadron or ship.

(b) A Lieutenant-Governor is to pay the first visit to a Flag Officer or Commodore First Class who is a Commander-in-Chief, but is to receive the first visit in all other cases. See Clause 7 (b) (*Definition of the term "Lieutenant-Governor"*).

(c) An Administrator or Commissioner is to pay the first visit to all Flag Officers, and Commodores, flying their broad pendants, but is to receive the first visit in all other cases.

### 4. Return visits.—To be paid within 24 hours.

(a) A Governor will return visits in person to all Flag Officers, and Commodores flying their broad pendants.

(b) A Lieutenant-Governor will do so in person to all Flag Officers, and Commodores flying their broad pendants, not being Commanders-in-Chief.

(c) An Administrator or Commissioner will do so in person to all Captains.

(d) A Flag Officer, or Commodore, flying his broad pendant, will do so in person to all Lieutenant-Governors, Administrators, or Commissioners.

(e) In all other cases the return visit will be paid by an Aide-de-Camp or other officer deputed.

5. Inability to visit.—Should the Governor or any other officer administering the Government find that from indisposition or pressure of important business he is unable to return or pay a visit in person, he will depute his Aide-de-Camp or some other officer to do so. In like manner, should a Flag Officer, or Commodore flying his broad pendant, from indisposition or pressing occupation be precluded from paying or returning a visit, he will depute his Flag Lieutenant or other officer not below that rank to do so. In each case the officer failing to pay the required visit in person will report the circumstances and assign the reasons which led to the omission, to the department under which he is acting. (M. 30563/21.)

\* \* \* \* \*

### 7. "Governor," "Lieutenant Governor," &c.—Definition.—For the purposes of this Article—

(a) The term "Governor" includes the Governor of Northern Ireland, the Governors-General of the Irish Free State, the Dominion of Canada, the Commonwealth of Australia, the Dominion of New Zealand, and the Union of South Africa, the High Commissioners for the Western Pacific, Cyprus, Egypt and the Sudan, Palestine, Zanzibar, and the Malay States, and the Lieutenant Governors of the Channel Islands, the Isle of Man, and Burma.

(b) The term "Lieutenant-Governor" means a Lieutenant-Governor administering the Government as such. It does not include an officer merely holding the title of Lieutenant-Governor, except when he is actually administering the Government in the absence of the Governor, in which case

Clause 6 would apply. As regards visits, the status of the Commissioner of Wei-hai-Wei is that of a Lieutenant-Governor.

(c) The terms Administrator and Commissioner signify the Administrator or Commissioner of a colony, territory, or dependency, acting in subordination to a Governor or High Commissioner. As regards visits, the status of the British Resident, Zanzibar, is that of an Administrator.

(M. 1232/23.)

#### SECTION IX. DISTINGUISHING FLAGS AND PENDANTS OF NAVAL AUTHORITIES.

**109a. A King's Harbour Master**, or any officer acting directly under his authority, shall, when afloat and in the execution of the duties pertaining to his office as such, wear in the bows of the vessel a Union Jack with a white border, and, in the centre of the flag, the letters K.H.M. surmounted by a crown.

(N.L. 8160/15.)

#### ARTICLE 111.

\* \* \* \* \*

**2. Royal Standard, &c.**—The Royal standard and the flag of the Viceroy of India, \_\_\_\_\_, are, when indicating the presence on board of the personages entitled to hoist those flags, the Sovereign excepted, to be always hoisted at the main, the flag of an Admiral or the broad pendant of a Commodore, if necessary, being shifted to another mast or ship as the case may require; except in the case provided for in clause 1 of Article 68 in regard to the flag of the Viceroy of India.

(M. 1232/23.)

\* \* \* \* \*

**112. Senior Naval Officer.**—When two or more of His Majesty's Ships are present in a port or roadstead, a small broad white pendant, not exceeding five breadths, the length being twice the breadth at the head, with the St. George's Cross, is to be hoisted by the Senior Officer's Ship as a distinguishing flag in addition to the masthead pendant.

When a Commodore, junior to the Senior Officer, is also present, the Senior Officer shall fly his broad pendant at the masthead in addition to his Captain's pendant. With this exception the Senior Officer's broad pendant shall be flown from the starboard topsail yardarm.

(N.L. 7489/13.)

**113.—Cancelled.**

(M. 1232/23.)

#### SECTION XI. ENSIGN, JACK, AND PENDANT—NAVY AND NOT NAVY.

**118. Ships in Commission.**—All His Majesty's ships of war in commission shall wear a white ensign, with the red St. George's Cross, and the Union in the upper canton. The Union Flag is to be flown at the jackstaff by all such ships when in harbour, or when under way and dressed with masthead flags. See 40 (*The Sovereign*).

(N.L. 16068/20.)

#### ARTICLE 120.

\* \* \* \* \*

**1a.** When bands are ordered to play they will play the British National Anthem, and then, should warships of other countries be present, the National Anthems of those countries, playing first the anthems of the countries represented by Flag Officers in the order of the seniority of those officers, and the remainder in an order varied from day to day.

When in a Foreign Port they will play the National Anthem of the country in which the Port is situated immediately after the British National Anthem.

(M. 26151/19.)

**120a. Flying the Ensign.**—The Ensign is to be flown :—

(a) In Harbour—At the Ensign Staff.

(b) At Sea—At the Ensign Staff whenever possible, but in bad weather, or whenever the Ensign Staff is not available from any cause, such as the Ship being cleared for action, &c., it should be flown—

(i) In ships with one mast on a Staff in a suitable position on the after superstructure.

(ii) In ships with two masts, either as in i) or at a small gaff to be fitted as a "Peak" on the Mainmast.

The Senior Officer of Squadron will arrange for the necessary uniformity, especially as regards ships of the same class.

**2. In Action**—The Captain is to see that *two* Ensigns are always displayed in a conspicuous position, without interfering with signalling.

(M. 13345/13.)

**122. Colonial Ships or Vessels.**—Ships or vessels of the Naval Forces of the Dominion of Canada and the Commonwealth of Australia, in accordance with the Agreement arrived at between the Imperial Government and those Dominions at the Imperial Conference, 1911, shall wear at the stern the White Ensign as the symbol of the authority of the Crown, a White Pendant at the masthead and at the jack-staff the distinctive Flag of the Dominion, viz. :—the Blue Ensign with the badge or emblem of the Dominion in the fly.

(N.L. 15990/12.)

**2.** Any ship or vessel maintained by any Dominion or Colony, provided and used as a Vessel of War under the Colonial Defence Act of 1865, shall wear at the stern the distinctive Flag of the Dominion or Colony, as aforesaid, and a Blue Pendant at the masthead.

**3.** Other ships or vessels belonging to, or permanently in, the service of any Dominion or Colony, shall wear at the stern the Distinctive Flag of the Dominion or Colony as aforesaid, but shall not fly a Pendant. See 123. Clause 2 (*Jacks for Vessels belonging to Public Offices*).

(N.L. 2545/12.)

**123. Public Offices.**—Ships and vessels employed in the service of any public office in the United Kingdom shall carry a blue ensign, and a small blue flag with a Union described in a canton at the upper corner thereof next to the staff, as a jack, but in the centre of the fly of such ensign and jack, that is, in the centre of that part between the Union and the end of the flag, shall be inserted the badge of the office to which they belong.

**2.** Ships or vessels employed in the service of a Public Office of any Dominion or Colony may wear a similar jack. The arms of the Dominion or Colony may be inserted in the fly of the jack carried by vessels belonging to any Department without a distinctive badge.

(N.L. 2545/12.)

**124. Vessels (other than Ships of War) belonging to the Admiralty or chartered for employment in Admiralty service** are to wear the blue ensign and jack, both ensign and jack having in the fly the Yellow Admiralty Anchor; and when such vessels are in charge of commissioned officers of the Royal Navy they are, in addition, to carry Blue Pendants with the Admiralty Badge in the part next to the mast.

**125. Cancelled.**

(N.L. 1576/22.)

**126. Merchant Ships commanded by R.N.R. Officers.**—British merchant ships commanded by officers on the retired list of the Royal Navy, or officers of the Royal Naval Reserve which fulfil the following conditions, will be allowed to wear a blue ensign :—

(a) The officer commanding the ship must be an officer on the retired list of the Royal Navy, or an officer of the Royal Naval Reserve.

(b) The crew must include (in addition to the Commanding Officer) officers and men of the Royal Naval Reserve to the number specified from time to time by the Admiralty; but officers on the retired and emergency lists of the Royal Navy, men belonging to the Royal Fleet Reserve, naval pensioners and men holding Royal Naval Reserve deferred pension certificates may be included in the number specified.

(c) Before hoisting the blue ensign the officer commanding the ship must be provided with an Admiralty Warrant.

(d) The fact that the Commanding Officer holds a warrant authorising him to hoist the blue ensign must be noted on the ship's articles of agreement.

(N.L. 1624/23.)

\* \* \* \* \*

### SECTION XIII. MILITARY HONOURS AND MARKS OF RESPECT.

#### ARTICLE 131.

\* \* \* \* \*

2. "God save the King," when played.—"God save the King" is only to be played at the reception of Their Majesties, members of the Royal Family, \_\_\_\_\_ the Governor-General and Viceroy of India, the Governor of Northern Ireland, and the Governors-General of the Irish Free State, the Dominion of Canada, the Commonwealth of Australia, the Dominion of New Zealand, and the Union of South Africa, within their respective jurisdictions.

(M. 1232/23.)

137a. The military honours and marks of respect detailed in Articles 131–137 inclusive are applicable only to officers of the Military Branch entitled to take military command.

(N.L. 16088/20.)

139a. National Anthem—Ceremonies on Shore.—The first part (six bars) of the National Anthem is to be played by naval and marine bands, when present, on the arrival of a Viceroy, High Commissioner, Governor or Lieutenant-Governor of a Dominion, Colony, Protectorate or possession abroad at State or social functions on shore.

(M. 42901/22.)

#### ARTICLE 140.

\* \* \* \* \*

2. Officers of the Military Branch who are not entitled to take military command and officers of branches other than the Military Branch are not to be saluted with cannon, nor received by garrison, regimental or ships' guards. In all other respects, however, they are entitled to the same military honours as officers of corresponding rank in the Military Branch. See 224 (*Honorary Admiral of the Fleet, &c.*).

(N.L. 16088/20.)

### SECTION XIV. NAVAL SALUTES AND MARKS OF RESPECT.

144. Naval personal salute.—The naval salute is to be made by bringing up the right hand to the cap or hat, naturally and smartly, but not hurriedly, with the thumb and fingers straight and close together, elbow in line with the shoulder, hand and forearm in line, the thumb being in line with the outer edge of the right eyebrow, with the palm of the hand turned to the left. \_\_\_\_\_

2. When passing an officer the salute is to be \_\_\_\_\_ commenced just before meeting, and continued until well past the officer, the person saluting looking towards him at the same time.

(N.L. 15037/22.)

3. Every Officer should return a salute made to him; a salute made to two or more Officers should be returned by the senior officer only.

(N.L. 4554/20)

\* \* \* \* \*

5. A naval salute is to be made on all occasions with the right hand only.

(N.L. 15037/22.)

147. Salutes on Shore.—All officers in uniform, whether Naval, Military, Air Force or Royal Indian Marine, and also those in plain clothes who are known to be officers are to be saluted.

It is to be understood that there is no excuse for not seeing an officer, or for not recognising an officer in plain clothes, who, either from his position or by belonging to the same ship as the man, ought to be known by him.

(N.L. 4396/22.)

\* \* \* \* \*

4. **Salutes by Marines.**—Non-commissioned officers and men of the Royal Marines are to salute all commissioned, warrant, and subordinate officers of the Royal Navy and Royal Marines on the occasions prescribed for seamen, but the mode of salute is to be that laid down in military regulations, and as taught at Headquarters. (N. 16034/21.)

6. Officers and men passing troops with uncased colours will salute the colours. (G.D. 180/21.)

148. **Inspections, &c. without Arms.**—When inspected by a Flag Officer, or Captain, or by the officer in command of the ship, of whatever rank, all chief petty officers, petty officers and men are to take off their hats or caps on the order being given by the officer in charge.

2. When being mustered by a Flag Officer, or Captain, or by the officer in command of the ship, of whatever rank, all chief petty officers, petty officers and men are to take off their hats or caps as they pass round.

3. When a chief petty officer, petty officer or man is brought before an officer as a defaulter, or for the purposes of an investigation, he is to take off his hat or cap.

4. When inspected by an officer at Divisions, Quarters, Watch fall in, and on all other occasions of falling in for inspections without arms, the men are to be called to attention, the chief petty officers and petty officers saluting as the officer passes them. (N.L. 13995/22.)

#### ARTICLE 149.

4. Officers of the Military Branch who are not entitled to take military command and officers of branches other than the Military Branch are to receive the same salutes as officers of the Military Branch entitled to take military command of corresponding rank, with the exception of tossing or laying on oars and letting fly sheet, which are to be considered in the same category as salutes by cannon and guards, from which they are debarred by Article 140, Clause 2.

5. When boats conveying officers of the Military Branch who are not entitled to take military command or officers of branches other than the Military Branch pass or are passed by boats conveying officers of the Military Branch entitled to take military command of the same relative rank, the officers in charge of the boats, or the coxswains if there be no officers, are mutually to salute. (N.L. 16088/20.)

#### SECTION XV. FUNERAL HONOURS.

151. **Captains and Commanders in command of a Ship.**—At the funeral of a Captain or Commander in command of a ship, such number of minute guns as the senior officer present shall direct, not, however, exceeding 20, shall be fired by the ship he commanded, when the body is put into the sea, or when it is put off from the ship to be carried on shore. If the ship be alone, the officer succeeding to the command shall order this to be done.

The minute guns are only to be fired by the ship which the officer commanded, and this is to be done whether the ship is present at the port of interment or not. If circumstances do not permit of the minute guns being fired by the ship which the officer commanded, they are not to be fired by any other ship in lieu.

2. If the funeral takes place ashore the procedure laid down in Article 152 is to be carried out in addition. (N.L./G. 5707/22.)

152. **All Officers and Men.**—At the funeral of an officer, man or boy of any of His Majesty's ships three volleys of musketry shall be fired over the grave or over the body when put into the sea, the salute of guns laid down in Article 150 for a Flag Officer or Commodore, and in Article 151 for a Captain or Commander in command of a ship being fired in addition. (N.L./G. 5707/22.)



3. On all occasions of naval funerals the Senior Officer present is to regulate the strength and composition of the funeral and firing parties in accordance with the table laid down in the "Royal Naval Handbook of Field Training," the number of officers and men forming the parties being, however, subject to the means at the disposal of the Senior Officer present. (G. 1227/21.)

**153a.** As a rule, honours are to be paid officially only at the funerals of officers and men who have died on active service, and whose bodies are committed to the sea or buried within the precincts of a Naval Port. (N.L. 12833/13.)

2. Expense for which it would be necessary to seek repayment from the representatives of the deceased, is not to be incurred, whether they are willing to defray it or not. (N.L. 12755/21.)

**153b. Half Masting Colours.**—Colours half-masted for a funeral on shore are to be lowered at the time the funeral procession is due to leave the place where the body has been lying, and re-hoisted when sufficient time has elapsed for the interment.

2. When the body leaves a ship, the colours are to be lowered when the body is removed from where it has been lying on board the ship, and re-hoisted when sufficient time has elapsed for the interment.

3. For a funeral at sea, colours are to be lowered when the body is removed from where it has been lying and re-hoisted when the funeral service is ended.

4. When a body is being removed from a ship to await interment, colours are not to be half-masted, but the boat conveying it is to fly a boat's Ensign at half-mast.

5. When colours are ordered to be half-masted throughout the day, they are to be hoisted close up when colours are hoisted in the morning, and immediately lowered to half-mast. At sunset they are first to be hoisted close up and then lowered in the usual manner.

6. H.M. Ships approaching or leaving an anchorage where other H.M. Ships are wearing a foreign National Flag at half-mast at the main, or have their colours at half-mast, are, while within sight of the ships in port, to hoist or keep the foreign National Flag at half-mast, or half-mast their own colours.

7. On the death (otherwise than in battle) of a Flag Officer whose flag is flying in one of H.M. Ships or Naval Establishments, his flag is to be half-masted and kept at half-mast until sunset on the day of the funeral, when it is to be hoisted close up and then finally struck.

8. If, however, the funeral is to take place at a distance from the ship or port in which the flag is flying, the flag is to be kept at half-mast until sunset on the day on which the body is removed from the ship or port for the purpose of burial. (N.L. 16068/20.)

## SECTION XVI. UNIFORM.

### ARTICLE 155.

\* \* \* \* \*

3. **Fancy Dress Balls.**—Officers are not to wear naval uniform at fancy dress balls except at those given by the Governor of Malta. They are not prohibited, however, from appearing at such entertainments elsewhere in uniform of a date anterior to 1843. (N.L. 17582/21.)

4. **Plain Clothes.**—Officers may wear plain clothes on ordinary leave. (N.L. 3775/21.)

5. **Subordinate Officers.**—Subordinate officers, when on ordinary leave within the British Empire, are to wear the uniform of their rank; but permission may be granted to them to wear plain clothes when going into the country, or to ride, shoot, play cricket, or for exercise. (N.L. 18469/20.)

\* \* \* \* \*

**156. Officers not on Full Pay.**—Except by special direction of the Admiralty, Officers on the Active List not on full pay and Officers on the retired and reserved lists whose names appear on the list of the Navy are premitted to wear the uniform of their respective ranks within the British Empire on State and other occasions of ceremony only. (N.L. 43446/13 and 18469/20.)

## SECTION XVII. SPECIAL DECORATIONS AND MEDALS.

**157. Qualifications and Procedure.**—The rules, ordinances or regulations relative to the Victoria Cross, Military Division of the Order of the British Empire, Distinguished Service Order, Royal Red Cross, Distinguished Service Cross, Albert Medal, Conspicuous Gallantry Medal, Distinguished Service Medal, Meritorious Service Medal, and awards of the Royal Humane Society are given in the April editions of the Navy List (*see also 159—Conspicuous Gallantry Medal, and 611—Albert Medal, and rewards of Royal Humane Society for Life Saving*).

2. Great care is to be taken that recommendations come strictly within the spirit of the Regulations.

3. Each recommendation is to be accompanied by a full statement of the grounds on which the claim to the distinction is founded.

(N. 16673/21.)

4. All recommendations for special awards, including awards of "mention in despatches," are to be considered as strictly confidential, and recommending Officers are not, in any circumstances, to inform any person interested, either personnel recommended or their relatives, &c., that services are being submitted or consideration for award.

(N. 4376/23.)

(N. 16673/21.)

**158. Cancelled.**

**159. Conspicuous Gallantry Medal.**—The Conspicuous Gallantry Medal may be awarded to Petty Officers and Seamen of the Royal Navy and to Warrant Officers, Class II., Non-commissioned Officers and men of the Royal Marines who may at any time distinguish themselves by acts of conspicuous gallantry in action with the enemy.

2. At the discretion of the Admiralty there may be granted concurrently with the award of the medal an annuity not exceeding 20*l.* to Chief Petty and Petty Officers (other than Petty Officers, 2nd Class) of the Royal Navy and to Warrant Officers, Class II., and Sergeants of the Royal Marines, provided that the amount authorised from time to time for such annuities by the Treasury be not exceeded. Subject to the same conditions, Seamen and Marines (including Petty Officers, 2nd Class) below the ratings and ranks specified, who have been awarded this medal may, at the discretion of the Admiralty, be granted a similar annuity, if and when they are promoted to any of those ratings or ranks. This annuity may be retained after promotion to any commissioned rank other than that of Quartermaster, Royal Marines.

3. A Seaman or Marine to whom a Conspicuous Gallantry Medal has been awarded may, at the discretion of the Admiralty and provided he be not in receipt of an annuity in respect of the medal, be granted a gratuity of 20*l.* on discharge at the completion of his term of active service, or on being invalided from the Service, or on promotion to a commission.

4. **Military Cross and Distinguished Conduct Medal.**—Warrant Officers of the Royal Marines to whom the Military Cross or Distinguished Conduct Medal has been awarded in respect of service with the Army may, if discharged to pension, be granted at the discretion of the Admiralty an additional pension of 6*d.* a day, provided that they be not in receipt of annuities as holders of the Conspicuous Gallantry Medal. If discharged without pension, transferred to the Reserve, or promoted to a commission, they may be granted a gratuity of 20*l.*

5. Non-commissioned Officers and men of the Royal Marines to whom a medal for distinguished conduct in the field has been awarded in respect of service with the Army may, if discharged to pension, be granted, at the discretion of the Admiralty, an additional pension of 6*d.* a day provided that they be not in receipt of annuities as holders of the Conspicuous Gallantry Medal. If discharged without pension, transferred to the Reserve, or promoted to a commission, they may be granted a gratuity of 20*l.*

6. A Seaman to whom the Distinguished Conduct Medal of the Army is awarded may, at the discretion of the Admiralty, be granted a gratuity of 20*l.* on discharge at the completion of his term of active service, or on being invalided from the service, or on promotion to a commission.

7. Warrant Officers, Non-commissioned Officers and men of the Royal Marines, who are in receipt of an additional pension under Clause 4 or Clause 5 of this

Article, shall, if they be subsequently awarded the Conspicuous Gallantry Medal and an annuity in respect thereof, cease to receive the additional pension referred to in those clauses and shall draw the annuity only.

8. Nothing in these regulations, however, shall preclude the recipient of two or more medals, who is in receipt of an annuity or an additional pension in respect of one of them, from receiving a gratuity in respect of the other or others.

9. In the event of any Seaman or Marine, who has been awarded any of the foregoing medals, dying in the Service without having received either an annuity or an additional pension or a gratuity in respect of the medal or medals in question, the appropriate gratuity may be credited to his estate. (C.W. 58141/17.)

160. *Cancelled.*

(N. 16673/21.)

161. *Cancelled.*

(N. 16673/21.)

#### SECTION XVIII. FOREIGN ORDERS AND MEDALS.

162. **Foreign Orders and Decorations.**—It is the King's wish that no subject of His Majesty in the Service of the Crown shall accept and wear the Insignia of any Foreign Order without having previously obtained His Majesty's permission to do so, signified either—

(a) by Warrant under the Royal Sign Manual, or

(b) by private permission conveyed through His Majesty's Private Secretary.

2. Permission given by Warrant under the Royal Sign Manual will enable the Insignia of the Foreign Order to be worn at all times and without any restriction.

Private permission will only enable the Insignia to be worn on the occasions specified in the terms of the letter from the King's Private Secretary conveying the Royal sanction.

3. Full and unrestricted permission by Warrant under the Royal Sign Manual is contemplated in the following cases :—

For a Decoration conferred :—

On an Officer in His Majesty's Naval or Military Forces lent to a Foreign Government; on an Officer in His Majesty's Naval or Military Forces attached by his Government to a Foreign Navy or Army during hostilities; or on any British Official lent to a Foreign Government and not in receipt of any emoluments from British public funds during the period of such loan.

(C.W. 8353/15 and C.W. 60566/17.)

Red Cross and kindred services will only be regarded as "valuable" for the purposes of these Regulations when they have been rendered in a war in which the Empire has itself been engaged. The Decoration for the wearing of which permission is sought must have been conferred by the Allied State with whose armies or in whose territory the services have been rendered, and these services must have been performed under conditions necessarily entailing bodily risk or physical hardship on the performer. Permission will not be granted for the wearing of a Decoration conferred in recognition of services in the organisation or administration of societies or units engaged in Red Cross or other similar work.

4. Private or restricted permission is contemplated for Decorations which have been conferred in recognition of personal attention to the Head of a Foreign State, and which are therefore of a more or less complimentary character, and will, as a rule, only be given on exceptional occasions, when, in the public interest and for political reasons, it is deemed expedient that the acceptance of a Foreign Decoration should not be declined. Private permission will generally be given in the following cases :—

For a Decoration conferred—

(a) On British Ambassadors or Ministers abroad when the King pays a State visit to the country to which they are accredited;

NOTE.—A State visit is defined as one on which the King is accompanied by a Minister or High Official in Attendance.

(b) On Members of Deputations of British Regiments to Foreign Heads of States;

(c) On Members of Special Missions when the King is represented at a Foreign Coronation, Wedding, or Funeral; or on any Diplomatic Repre-

sentative when specially accredited to represent His Majesty on such occasions; and such Members of his Staff who actually attend the ceremonies in their official capacity;

(d) On Naval and Military Attaches only after completion of five years' service at the post to which they are appointed in that capacity.

5. Private or restricted permission will not be given to—

- (a) British Ambassadors or Ministers abroad when leaving;
- (b) Members of British Missions announcing the Accession of a Sovereign;
- (c) British Officers attending Foreign Manœuvres;
- (d) Naval Officers of British Squadrons visiting Foreign Waters.

6. The desire of a Head of a Foreign State to confer upon a British subject in the Service of the Crown the Insignia of an Order must be notified to His Majesty's Principal Secretary of State for Foreign Affairs either through the British Diplomatic Representative accredited to the Head of the Foreign State, or through his Diplomatic Representative at the Court of St. James.

(C.W. 13709/14.)

**163. After the King's permission is given.**—When His Majesty's Principal Secretary of State for Foreign Affairs shall have taken the King's pleasure on any such application, and shall have obtained His Majesty's permission for the person in whose favour it has been made to wear the Insignia of a Foreign Order, he shall signify the same to His Majesty's Principal Secretary of State for the Home Department, in order that he may cause a Warrant, if it be a case for the issue of a Warrant as defined in Art. 162, Clause 2, to be prepared for the Royal Sign Manual.

2. When such Warrant shall have been signed by the King, a notification thereof shall be inserted in the "Gazette," stating the service for which the Foreign Order has been conferred.

Persons in whose favour such Warrants are issued will be required to pay to His Majesty's Principal Secretary of State for the Home Department a stamp duty of 10s.

**3. Registration in College of Arms.**—The Warrant signifying His Majesty's permission may, at the request and at the expense of the person who has obtained it, be registered in the College of Arms.

(C.W. 13709/14.)

**4. No Style or Rank to be assumed.**—Every such Warrant as aforesaid shall contain a clause providing that His Majesty's licence and permission does not authorise the assumption of any style, appellation, rank, precedence or privilege appertaining to a Knight Bachelor of His Majesty's Realms.

**5. Acceptance of Higher Class.**—When a British Subject in the Service of the Crown has received the Royal permission, full or private, to accept and wear the Decoration of a Foreign Order, he will not be allowed to accept and wear the Decoration of a higher class of the same Order without His Majesty's approval, which will only be given if the higher honour is being conferred in circumstances contemplated by these Regulations.

**164. Cancelled.**

(C.W. 13709/14.)

**165. Foreign Medals.**—Medals which constitute a particular class of a Foreign Order are subject in all respects to the Regulations in the same manner as higher grades of the Order, except that permission to wear will be given by Letter and not by Royal Warrant.

2. The King's unrestricted permission to accept and wear a Foreign Medal will only be given if the Foreign Medal is conferred by the Head or Government of a Foreign State for saving or attempting to save life at sea or on land.

Permission to accept and wear medals for Red Cross services will only be granted subject to the fulfilment of the conditions laid down in Article 162, Clause 3.

(C.W. 8353/15.)

3. The King's unrestricted permission to accept and wear a Foreign War Medal will only be given to (a) Officers of His Majesty's Military or Naval Forces if serving with a Foreign Army or Navy with His Majesty's licence, and (b) Military or Naval Attaches or other officers officially attached to Foreign Armies or Navies during hostilities.

4. When under exceptional circumstances and for special reasons it is deemed expedient that the acceptance of the Medal should not be declined, His Majesty will grant restricted permission. These will be judged on their merits, and the circumstances in which the Medal may be worn will be specified in the Letter conveying His Majesty's permission.

5. The term "person in the Service of the Crown" includes persons in receipt of a salary or pension from Public Funds, or holding a Royal Commission in any part of His Majesty's Dominions, Protectorates, or Possessions.

6. Ladies are subject to the Regulations in all respects in the same manner as men. (C.W. 13709/14.)

166. *Cancelled.*

(C.W. 13709/14.)

#### SECTION XIX. MANNER OF WEARING DECORATIONS, ORDERS AND MEDALS.

**167. Knights Grand Cross and Knights Grand Commanders.**—The insignia of Knights Grand Cross and Knights Grand Commanders of Orders, consisting of the badge suspended from a broad ribbon over the shoulder and the star, are to be worn with full dress and ball dress, and white full dress. With full dress the ribbon should be worn under the epaulette and sword belt; with white full dress under the shoulder strap, and with ball dress under the coat and over the waistcoat. One ribbon and badge only is to be worn, and this is to be the senior ribbon and badge, unless a junior should appear to be more appropriate to the occasion. With full dress, on collar days, the collar takes the place of the ribbon, being worn over the epaulettes, hanging at equal distance back and front, and fastened to the shoulders by bows of white satin, one and a half inches wide; on these occasions a Knight Grand Cross or Knight Grand Commander of more than one Order wears in addition the ribbon and badge of the next senior order. (N.L. 789/23.)

2. With frock coat and epaulettes and with white dress the star of the Order only is to be worn. With frock coat and with white undress on the occasions prescribed for frock coat the star may be worn at discretion.

3. With white undress on other occasions and with other uniform coats except full dress, ball dress, mess dress and mess undress, the ribbon of a Companion of the Order is to be worn; with mess dress, miniature badges but not stars are to be worn in lieu, and with mess undress, ribbons of miniatures.

4. **Knights Commanders and Commanders.**—The insignia of Knights Commanders and Commanders of Orders, and of Companions of the Orders of the Bath, the Star of India, Saint Michael and Saint George, and the Indian Empire, consisting of the badge suspended from a ribbon round the neck, and in the case of Knights Commanders, the star, are to be worn with full dress, ball dress and white full dress. The ribbon should be worn inside the collar of the coat and under the necktie so that the badge hangs outside 1 inch below the front of the collar or the tie. If the insignia of more than one Order be so worn, one ribbon and badge only is worn round the neck as described above. With full dress the ribbon and badge so worn is the senior unless a junior appears to be more appropriate to the occasion; the other badges are worn one below the other, each suspended from a small eye stitched inside the coat on 3 inches of ribbon emerging from between the buttons of the coat, commencing between the first and second buttons on the right side of the coat. With white full dress the senior badge is worn round the neck unless a junior appears to be more appropriate to the occasion; the other badges emerge from between the buttons of the coat as in full dress, but commencing 1 inch below the senior badge. With ball dress, the senior badge only is worn round the neck, unless a junior badge should appear to be more appropriate to the occasion. All badges are worn on the breast in miniature. The above rule applies to such classes of British and Foreign decorations as are ordered to be worn round the neck.

5. With white dress and white undress and with other uniform coats except full dress and ball dress the rules laid down in clauses 2 and 3 are to be observed. (N.L. 4684/22.)

6. **Stars of Orders.**—Stars of Orders are to be worn on the left side of the coat; not more than four are to be worn, and the order in which they are worn is to be as prescribed in Clause 9. (N.L. 3775/21.)

7. **Badges of Companions and Members of Orders and Medals.**—The badges of Companions (other than Companions of the Orders of the Bath, the Star of India,

Saint Michael and Saint George and the Indian Empire) and Members of Orders are to be worn, together with medals, with full dress and white full dress.

(N.L. 4684/22.)

8. With all other uniform coats the rules laid down in Clause 3 are to be observed.

(N.L. 3775/21.)

9. Order in which to be worn.—Decorations, Orders, and Medals, and the ribbons appertaining thereto, are to be worn in the following order :—

(a) *British Decorations, Orders and Medals.*

1. Victoria Cross.
2. Order of the Garter.\*††
3. Order of the Thistle.\*††
4. Order of St. Patrick.\*††
5. Order of the Bath.
6. Order of Merit (immediately after Knights Grand Cross of the Bath).†
7. Order of the Star of India.
8. Order of St. Michael and St. George.
9. Order of the Indian Empire.
10. Order of the Crown of India.
11. Royal Victorian Order (1st, 2nd and 3rd Classes).
12. Order of the British Empire (1st, 2nd and 3rd classes).
13. Order of the Companions of Honour (immediately after Knights Grand Cross of the Order of the British Empire).
14. Distinguished Service Order.
15. Royal Victorian Order (4th class).
16. Order of the British Empire (4th class).
17. Imperial Service Order.
18. Royal Victorian Order (5th class).
19. Order of the British Empire (5th class).
20. Royal Red Cross (1st class).
21. Distinguished Service Cross.
22. Military Cross.
23. Distinguished Flying Cross.
24. Air Force Cross.
25. Royal Red Cross (2nd class).
26. Order of British India.
27. Indian Order of Merit (Military).§
28. Kaiser-i-hind Medal.
29. Order of St. John of Jerusalem in England.
30. Albert Medal.†
31. Medal for Distinguished Conduct in the Field (Military).
32. Conspicuous Gallantry Medal.
33. Distinguished Service Medal.
34. Military Medal.
35. Distinguished Flying Medal.
36. Air Force Medal.
37. Indian Distinguished Service Medal.
38. War Medals (in order of date).
39. Arctic Medal 1815–1855.
40. Arctic Medal 1876.
41. Antarctic Medal 1901–1903.
42. Constabulary Medal (Ireland).
43. Board of Trade Medal for Saving Life at Sea.†
44. Indian Order of Merit (Civil).§

\* These Orders are not worn in miniature.

†† The ribbons of these Orders are not worn with Undress Uniform.

† Order of Merit comes immediately after G.C.B. It is not worn in miniature, but is worn round the neck on *all* occasions, except with Undress Uniform.

§ The Indian Order of Merit (Military and Civil) is distinct from the Order of Merit instituted in 1902.

† If more than one of these medals is awarded for the same act of gallantry, only one medal may be worn, viz., that which appears highest in the list.

In Undress Uniform no Badge of an Order will be worn round the neck.

The ribbon of an Order, decoration or medal may be assumed from the date of the official notification of the award, and may be worn when the recipient attends for investiture.

45. Edward Medal.
46. King's Police Medal.
47. Queen Victoria's Jubilee Medal, 1887 (Gold, Silver and Bronze).
48. Queen Victoria's Police Jubilee Medal, 1887.
49. Queen Victoria's Jubilee Medal, 1897 (Gold, Silver and Bronze).
50. Queen Victoria's Police Jubilee Medal, 1897.
51. Queen Victoria's Commemoration Medal, 1900 (Ireland).
52. King Edward's Coronation Medal.
53. King Edward's Police Coronation Medal.
54. King Edward's Durbar Medal (Gold, Silver and Bronze).
55. King Edward's Police Medal, 1903 (Scotland).
56. King's Visit Commemorating Medal, 1911 (Ireland).
57. King George's Coronation Medal.
58. King George's Police Coronation Medal.
59. King's Visit Police Commemoration Medal, 1911 (Ireland).
60. King George's Durbar Medal (Gold, Silver and Bronze).
61. Long Service and Good Conduct Medal.
62. Naval Long Service and Good Conduct Medal.
63. Medal for Meritorious Service.
64. Indian Long Service and Good Conduct Medal (for Europeans of Indian Army).
65. Indian Meritorious Service Medal (for Europeans of Indian Army).
66. Royal Marine Meritorious Service Medal.
67. Indian Long Service and Good Conduct Medal (for Native Army).
68. Indian Meritorious Service Medal (for Native Army).
69. Volunteer Officer's Decoration.
70. Volunteer Long Service Medal.
71. Volunteer Officers' Decoration for India and the Colonies.
72. Volunteer Long Service Medal for India and the Colonies.
73. Colonial Auxiliary Forces Officers' Decoration.
74. Colonial Auxiliary Forces Long Service Medal.
75. Medal for Good Shooting (Naval).
76. Militia Long Service Medal.
77. Imperial Yeomanry Long Service Medal.
78. Territorial Decoration.
79. Territorial Force Efficiency Medal.
80. Special Reserve Long Service and Good Conduct Medal.
81. Decoration for Officers of the Royal Naval Reserve.
82. Decoration for Officers of the Royal Naval Volunteer Reserve.
83. Royal Naval Reserve Long Service and Good Conduct Medal.
84. Royal Naval Volunteer Reserve Long Service Medal.
85. Special Constabulary Long Service Medal.
86. Union of South Africa Commemoration Medal.
87. Royal Victorian Medal (Gold and Silver).
88. Imperial Service Medal.
89. Medal of the Order of the British Empire.
90. Medal of the Order of St. John of Jerusalem in England.†
91. Badge of the Order of the League of Mercy.
92. Royal Victorian Medal (Bronze).

The above order of Orders, Decorations and Medals applies to those of similar grades. When the Miniature or ribbon of a higher grade of a junior Order is worn with the miniature or ribbon of a lower grade of a senior Order the higher grade miniature or ribbon should come first, *e.g.*, the miniature or ribbon of a K.C.I.E. will come before a C.B., and a G.C.M.G. before a K.C.B.

(b) *Foreign Orders*.—In order of date.

(c) *Foreign Decorations*.—In order of date.

(d) *Foreign Medals*.—In order of date.

(N.L. 9503/22.)

NOTE.—Holders of any of the Orders, Decorations and Medals mentioned in the foregoing table which have a recognised abbreviated title are authorised to

† If more than one of these medals is awarded for the same act of gallantry, only one medal may be worn, viz., that which appears highest in the list.

In Undress Uniform no Badge of an Order will be worn round the neck.

The ribbon of an Order, Decoration or Medal may be assumed from the date of the official notification of the award and may be worn when the recipient attends for investiture.

use the same, and are to be described by such titles in all official correspondence and records.  
(C.W. 3427/22.)

**10. Medals awarded by Societies.**—Medals awarded by a Society for bravery in saving human life, if specially authorised to be worn, are to be worn on the right breast, similarly to those on the left, and on the same horizontal line.

If the Stanhope Gold Medal is awarded to an officer or man by the Royal Humane Society, it is to be worn in place of, and not in addition to, the Silver Medal previously granted.

(N.L. 3775/21.)

**11. Bar for Decorations, &c.**—The several decorations, badges and medals are to be worn on the left breast in one horizontal line, one inch below the point of the shoulder, suspended from a bar of which no part is to be seen, and commencing with the end furthest from the shoulder.

On the full dress coat the bar must not project beyond the centre seam, and when the decorations, orders and medals cannot, on account of their number, be suspended from the bar so as to be fully seen, they are to overlap the highest shewing in full. With ball dress and mess dress the bar is to extend from the shoulder on the coat over the lapel if necessary.

(N.L. 3986/23.)

**12. Ribbons when Decorations are worn.**—When decorations, orders and medals are worn the medal ribbons are to be of the following lengths:—

Full size	...	...	...	...	...	...	...	1½ inch.
Miniature	...	...	...	...	...	...	...	1¼ inch.

Ribbons of these lengths carry four clasps. If more than four clasps are worn the length of the ribbon is to be regulated by there being half-an-inch of clear ribbon between the top edge of the ribbon and the highest clasp for full-sized medals, and three-eighths of an inch for miniatures; the remaining ribbons being so regulated that the centres of the decorations and medals are in line with the centre of the medal having the largest number of clasps.

Officers are to wear their medals loose unless they have such a number as to necessitate overlapping, in which case they may at the option of the wearer be worn in the Court method. Miniatures may be worn either loose or in the Court method. In the Court method the ribbons are mounted on a frame of which the lower edge is in line with the centre of the decorations and medals. Commencing with the lower edge of the frame each ribbon runs over the upper edge and down to the ring or clasp of the decoration or medal. The decorations and medals are stitched down to the ribbons.

**13. Ribbons when Decorations, &c., are not worn.**—When decorations, orders and medals are not worn, the ribbons worn are to be of the following lengths:—

Full size	...	...	...	...	...	...	...	½ inch.
Miniature	...	...	...	...	...	...	...	⅜ inch.

With blue uniform the ribbons are to be sewn plain on the cloth of the coat, without intervals; with white uniform the ribbons are to be placed on a removable bar or bars. When the space is not sufficient to accommodate in them one row, they are not to be made to overlap, but are to be arranged two in or more rows placed the one immediately under the other with an interval of ¼ inch intervening between the rows.

Ribbons of Orders, Decorations and Medals, to wear which private permission has been given, are not to be sewn on the coat.  
(N.L. 9503/22.)

**14. Miniature Decorations, Badges and Medals.**—Miniature decorations, badges of Orders and medals are to be arranged on a bar in the same manner and order as the full-sized. Knights Grand Cross, Knights Grand Commanders, Knights Commanders and Commanders will wear on the bar, senior to all other decorations, &c., except the Victoria Cross, the miniature badge of the Order or Orders to which they belong.

Only one set of miniatures need be maintained. The miniature of companionship will not be removed when the ribbon or badge is worn by Knights Grand Cross, Knights Grand Commanders, Knights Commanders, &c.

**15. Decorations, &c., with Plain Clothes.**—Orders and Miniature Badges Decorations and Medals are authorised to be worn in evening dress (plain clothes)



in the presence of members of the Royal Family or Viceroy, and of Governors-General and on public and official occasions. (N.L. 9503/22.)

**16. Retired Officers.**—Retired officers are authorized to wear stars and badges of Orders and miniature decorations and medals in evening dress on all public and official occasions.

17–23. *Cancelled.*

### CHAPTER III.

#### RANK AND COMMAND.

##### SECTION I. OFFICERS IN GENERAL.

**168. Branches.**—The Officers of His Majesty's Navy are divided into the following branches, namely, Military, Medical, Accountant, Instructor, Artisan. (C.W. 3668/20.)

**169. Military Branch.**—The Military Branch is comprised of the under-mentioned Officers, who, with the exception herein-after mentioned, shall rank and command in the following order:—

1. Admirals of the Fleet.	12. Chief Gunners	} According to dates of commissions.
2. Admirals.	13. Chief Boatswains	
3. Vice-Admirals.	14. Chief Signal Boatswains.	
4. Rear-Admirals.	15. Commissioned Telegraphists.	
5. Commodores.	16. Gunners	} According to dates of warrants.
6. Captains.	17. Boatswains	
7. Commanders.	18. Signal Boatswains	
8. Lieutenant-Commanders.	19. Warrant Telegraphists.	
9. Lieutenants.	20. Chief Master at Arms.	
10. Sub-Lieutenants	21. Midshipmen.	
11. Mates	22. Naval Cadets.	

(C.W. 8538/12.)

**2. Engineer Officers** form part of the Military Branch and take rank with other Officers of that Branch, according to seniority, as provided in Article 219. They are subject to the following regulations in regard to command:—

(a) *Engineer Officers (Old Scheme) and those promoted from the lower deck.*

In all details relating to the duties of the Fleet and to the discipline and interior economy of H.M. Ships these Officers shall be subject to the authority of any Officer who may be in charge of the executive duties of the ship, or acting as Officer of the Watch, or specially detailed for the charge of any other special service or duty, of whatever seniority such Officer may be. Otherwise the Engineer Officer will have command over his subordinates appointed or detailed for duty in his Department or placed under his orders by superior authority.

(b) *Officers who entered as Cadets.*

(i) *Officers appointed to specialise in Engineering prior to the 24th December 1918, and who have not accepted the new conditions promulgated on that date.*

These Officers come under the regulations laid down in Article 326, Clause 8.

(ii) *Officers appointed to specialise or who may be appointed to specialise in Engineering subsequent to 24th December 1918.*

These Officers, and those appointed to specialise in (E) prior to the 24th December 1918, and who have accepted the new conditions, come under the regulations contained in Article 326, Clause 6. (C.W. 3668/20.)

**171. Command of Ship, Order of.**—A ship must always be represented by one of the undermentioned officers of the Military Branch in the following order of command except as otherwise provided in Article 169, Clause 2 (b), and Article 323 in regard to (E) Officers.

1. Captain.	7. Commissioned	} According to dates of commissions.
2. Commander.	Gunner.	
3. Lieutenant-Commander.	8. Commissioned	
4. Lieutenant.	Boatswain.	} According to dates of warrants.
5. Sub-Lieutenant	9. Gunner - - -	
6. Mate - - -	10. Boatswain - - -	
} According to dates of commissions.		
	11. Warrant Master-at-Arms.	
	12. Midshipman.	
	13. Naval Cadet.	

(C.W. 8538/12 and C.W. 3668/20.)

#### ARTICLE 172.

\* \* \* \* \*

2. Lieutenant-Commanders of the Royal Naval Reserve, whatever their seniority may be, are in all matters of command and in all details relating to the duties of the Fleet and the discipline and interior economy of His Majesty's Ships, to be held subject to the authority of any Officer of the Royal Navy, not below the rank of Lieutenant, who may be in charge of the executive duties of the ship, or in charge of any other special service or duty, of whatever seniority such Officer may be.

(C.W. 8219/14.)

3. Lieutenant-Commanders of the Royal Naval Volunteer Reserve are never to assume any Naval command or authority whatsoever, unless ordered to do so by a Superior Naval Officer.

**179. Master of the Fleet.**—When it may be deemed expedient to do so, the Admiralty may appoint an officer to do duty as a Master of the Fleet in the ship in which the flag of the Commander-in-Chief or Senior Officer of the station or squadron may fly.

An Officer appointed for such duty will be entitled to receive an allowance of 5s. a day in addition to the Command Money allowed to an Officer of his rank when appointed for "special service." This allowance is not payable to an Officer in receipt of flag allowance.

(C.W. 17807/16.)

#### ARTICLE 180.

\* \* \* \* \*

2. Officers liable for Navigating Duties.—All Officers of the Military Branch, other than (E) specialists who have ceased to hold the right of military command, are liable to be called upon to perform navigating and pilotage duties in His Majesty's ships, but the additional pay to Commanders, Lieutenants, and Sub-Lieutenants for the discharge of such duties is contingent on their having passed the necessary examinations in pilotage. See 323 (*Pilotage and Navigating Duties*) and 977a (*Lieutenants specialising in Engineering*).

(C.W. 3668/20.)

\* \* \* \* \*

**183a. Flag Officer Promoted.**—If the promoted Officer is a Vice-Admiral or Rear-Admiral flying his Flag as such by Admiralty appointment he may at once alter his Flag to that of an Admiral or Vice-Admiral, as the case may be. The alteration of Flag conveys no claim to retention in the appointment, nor, in the case of Rear-Admiral promoted to Vice-Admiral, to the counting of time served after promotion as service in the higher rank for purposes of the retirement regulations. The Admiralty will exercise their power of re-appointing an Officer in the higher rank if considered necessary.

(M. 36288/19.)

**191. Retired Officers required to Serve.**—Whenever His Majesty may be pleased, by his Order in Council, to call Officers from the Reserved, Retired, Pensioned or Emergency Lists into active service in time of war or emergency, such Officers shall be entitled to the pay and emoluments of their corresponding ranks on the Active List, together with a bonus of twenty-five per cent. for every pound of the full pay earned by them, exclusive of allowances. The time served will not count for increase of retired pay or pension and retired pay will be suspended for such period as full pay is drawn.

If, however, an Officer's retired pay exceeds the full pay of his corresponding rank on the Active List, he will continue in receipt of his retired pay, and will receive a bonus of twenty-five per cent. for every pound of retired pay received during the period of re-employment, exclusive of allowances.

If an Officer has commuted his retired pay, or received a gratuity on discharge, deductions will be made from his full pay equal to the amount of retired pay commuted, or to the annual value of the gratuity.

(*C.W. 36814/15, C.W./R. 387/17, and C.W. 17892/20.*)

2. Subject to the following provisions as to the right of command, steps in rank given on or after retirement will confer the right to the title, uniform, and other advantages of the higher rank.

Where a step or steps have been granted automatically by virtue of, and in strict seniority, the Officers shall take command according to their seniority on the Retired List, subject to the condition that Officers retired from the rank of Captain shall not take command over an Officer on the Active List of Flag Officers or over one who has retired from the Active List of Flag Officers.

Except as provided above, steps in rank given on or after retirement shall not give the right of command amongst Naval Officers, which shall be governed by their seniority in the rank last held on the Active List at the date of retirement.

When, however, an Officer on the Retired List is granted higher acting rank, he is to take command according to such acting rank in the same manner as though he were on the Active List.

When a Retired Officer holding higher acting rank is promoted to the substantive rank on the Retired List, he is to continue to take command in the acting rank granted to him before such substantive promotion, unless directions to the contrary are received from the Admiralty.

(*C.W. 13058/16.*)

3. Officers below the rank of Captain on the Reserved, Retired, Pensioned or Emergency Lists when re-employed, will be continued on full pay between appointments when the interval is less than 30 days.

(*C.W. 36814/15 and 7930/15.*)

**191a. Royal Australian Navy.**—Officers of the Royal Australian Navy shall rank and command with Officers of the Royal Navy according to their rank and seniority in the Royal Australian Navy.

(*N.L. II. 2385/16.*)

## SECTION II. FLAG OFFICERS, CAPTAINS OF THE FLEET, AND COMMODORES.

**197. Commodore, 1st Class.**—A Commodore of the 1st Class shall be constituted as such by order of the Admiralty, and shall receive an appointment as 1st Captain of the Ship on board of which his broad pendant shall be hoisted.

2. *Cancelled.* (*See 198a.*)

(*N.L. 8463/14.*)

3. When transferred to another ship for merely a temporary object it shall not be necessary for him to have an appointment to such ship as 1st Captain, but should it be found necessary for him to remain on board such latter ship more permanently, an appointment is then to be made to the ship in which he is borne.

4. } *Cancelled.*  
5. }

**198. Commodore, 2nd Class.**—A Commodore of the 2nd Class is a Captain of one of His Majesty's ships authorised to hoist a distinguishing broad pendant on board such ship; but it is only in such ship, her tenders and boats, that his 2nd Class board pendant is to fly, except in the circumstances provided for in Art. 185.

2 and 3. *Cancelled.*

(*M. 55603/18.*)

198a. Commodores shall wear their broad pendants in the presence of all Flag Officers, Commodores and Captains, and shall take rank and command of each other according to their seniority as Captains. . See 169 and 170 (*Rank and Command generally*). (N.L. 8463/14 and M. 55603/18.)

205a. Illness of Flag Officer or Commodore.—Whenever a Flag Officer or Commodore, either at home or abroad, proceeds on sick leave or goes into hospital or sick quarters, his flag or broad pendant is immediately to be struck. See 203 and 513, Clause 3 (*Position of Officer on whom command devolves in absence of a Commander-in-Chief at Home*) and 1382, 1383 and 1384 (*Table money*). (M. 43273/20.)

#### SECTION V. OFFICERS OTHER THAN THE MILITARY BRANCH.

215. Chaplain of the Fleet and Chaplains.—Chaplains shall not hold any naval rank, but shall retain when afloat the position to which their office would entitle them on shore. The Chaplain of the Fleet shall be considered the head of the Chaplains of the Church of England and will be granted the ecclesiastical dignity of Archdeacon under the Archbishop of Canterbury while holding that office. (C.W. 189/21.)

#### SECTION VI. SHIP'S COMPANY.

218. The crews of His Majesty's ships shall consist of the branches, grades and ratings specified in Appendix XV, Part I; they shall rank and command after Naval Cadets according to the rules in this Article.

2. Any rating of any one of the following grades (*see Appendix XV, Part I, Table*) shall rank and command before any rating of a lower grade:—

Chief Petty Officer.

"Able Seaman" Ratings.

Petty Officers.

"Ordinary Seaman" Ratings.

Petty Officers, 2nd Class.

Boy Ratings.

Leading Ratings.

(N. 6226/21.)

3. Ratings belonging to any one and the same of the above grades shall rank and command between themselves according to the dates they attained that grade, provided that:—

(a) Chief Mechanicians, 1st and, 2nd class, and ratings of any of the six classes of Chief Petty Officer rating in the Artificer and Shipwright branches shall rank and command between themselves according to their seniorities in their respective classes, every rating in each class being regarded as senior to all ratings belonging to lower classes of any of those branches.

(b) A similar rule to (a) shall apply to all classes of Petty Officer ratings in the Blacksmith, Cooper, Joiner, Painter and Plymber branches.

(c) Every Mechanician not holding the rating of "Chief" shall rank and command after every rating of the Artificer, Mechanician and Shipwright branches holding the rating of "Chief."

(d) Every Armourer rating shall rank and command before all men holding lower ratings in the Armourer branch.

3a. Acting ratings shall rank and command immediately after corresponding confirmed ratings and, between themselves, according to the dates they attained their Acting ratings.

4. Ratings rated on the same day shall rank and command according to the order in which they attained man's rating. Ratings who have been disrated and readvanced will reckon their previous service in their present rating for purposes of rank and command. (N. 12476/22.)

#### 5. Cancelled.

(N. 5468/23.)

6. A rating who is shown in italics in Appendix XV. is not to assume military command unless ordered to do so by superior authority, or when, in the absence of any such order, a situation arises which renders it necessary for him to assume military command.

7. Krooman and Seedie ratings will rank and command among themselves according to their seniority in their respective ratings.

## SECTION VII. RELATIVE RANK OF THE OFFICERS

**219. Navy and Army Officers.**—The relative rank of officers of the Navy with each other and with the officers of the Army, shall, subject to the exceptions provided for in this chapter, be as laid down in the following table, and shall take effect according to the dates of their respective commissions or appointments,

Military Branch.	Medical Branch.	Accountant Branch.
1. Admirals of the Fleet	- - - -	- - - -
2. Admirals	- - - -	- - - -
3. Vice Admirals	} Medical Director General.*	- - - -
Engineer-in-Chief, if Engineer Vice-Admiral.		- - - -
4. Rear-Admirals	} Surgeon Rear-Admirals.	- - - -
Engineer-in-Chief, if Engineer Rear-Admiral, and Engineer Rear-Admirals.		- - - -
5. Commodores, 1st and 2nd Class.	- - - -	- - - -
6. Captains of three years' seniority.	Surgeon Captains	Secretaries to Admirals of the Fleet according to service in that rank.
Engineer Captains of three years' service in that rank.	.	
7. Captains under three years' seniority.	- - - -	Secretaries to Commanders-in-Chief or Flag Officers Commanding Battle Squadrons of the First Fleet, of five years' service in that rank.
Engineer Captains under three years' service in that rank.		
8. Commanders	Surgeon Commanders.	Secretaries to Commanders-in-Chief or Flag Officers Commanding Battle Squadrons of the First Fleet, under five years' service in that rank.
Engineer Commanders.		
9. Lieutenant-Commanders and Engineer Lieutenant-Commanders.	Surgeon Lieutenant-Commanders.	Secretaries to other Flag Officers, and to Commodores, 1st Class.
10. Lieutenants	Surgeon Lieutenants.	Secretaries to Commodores, 2nd Class.
Engineer Lieutenants.		
Signal Lieutenants.		
Telegraphist Lieutenants.		
Lieutenants-at-Arms.		
11. Sub-Lieutenants	}	- - - -
Mates		- - - -
Engineer Sub-Lieutenants		- - - -
Mates (E).		- - - -

\* The Medical Director-General may be granted, at the discretion of the Admiralty, the rank of Surgeon Vice-Admiral if a Surgeon Rear-Admiral if a Surgeon-Captain.

|| The existing Staff Captains rank with Captains of three years' seniority from the date of attaining four years' seniority.

## OF THE NAVY AND ARMY.

unless the relative rank is granted at the discretion of the Admiralty or is dependent on the attainment of seniority, or completion of service. If so dependent, it shall take effect from such attainment of seniority or completion of service, in the particular rank.  
(C.W. 17443/20.)

Accountant Branch.	Instructor Branch.	Artisan Branch.	Army Ranks.
1. - - -	- - -	- - -	Field Marshals.
2. - - -	- - -	- - -	Generals.† (C.W. 3668/20.)
3. - - -	- - -	- - -	Lieutenant-Generals.‡
4. Paymaster Director-General.††	- - -	- - -	Major-Generals.‡
5. - - -	- - -	- - -	Colonels Commandant and Colonels on the Staff. (C.W. 5672/21).
6. Paymaster Captains.	Instructor Captains.	- - -	Colonels.
7. - - -	- - -	- - -	Lieutenant-Colonels.**
8. Paymaster Commanders.	Instructor Commanders.	- - -	Lieutenant-Colonels, but Juniors to this rank.**
9. Paymaster Lieutenant - Commanders.	Instructor Lieutenant - Commanders.	Shipwright Lieutenant - Commanders.	Majors.** (C.W. 5159/21.)
10. Paymaster Lieutenants. Lieutenant Instructors in Cookery.	Instructor Lieutenants. Headmasters.	Shipwright Lieutenants. Electrical Lieutenants. Ordnance Lieutenants.	Captains.**
11. Paymaster Sub-Lieutenants.	- - -	- - -	Lieutenants.**

† The relative precedence is not affected by a General Officer happening to be Lieutenant-Governor of a Fortress at home.

†† Has the rank and style of Paymaster Rear-Admiral.

\*\* See page 39.

Military Branch.	Medical Branch.	Accountant Branch.
¶12. Commissioned Gunners, Commissioned Boatswains, Commissioned Signal Boatswains, Commissioned Telegraphists, Commissioned Masters-at-Arms, Commissioned Engineers and Commissioned Mechanics.	Commissioned Wardmasters.	- - - - -
¶13. Gunners, Boatswains, Signal Boatswains, Warrant Telegraphists, Warrant Masters-at-Arms. Warrant Engineers and Warrant Mechanics.	Warrant Wardmasters.	- - - - -
14. Midshipmen - - -	- - - - -	- - - - -

¶ Royal Marine Commissioned Officers from warrant rank and Royal Marine Warrant Officers rank with Naval Commissioned Officers from warrant rank and Naval Warrant Officers respectively.

(N. 16034/21.)

Accountant Branch.	Instructor Branch.	Artisan Branch.	Army Ranks.
12. Commissioned Writers, Commissioned Victualling Officers and Commissioned Instructors in Cookery.	Senior Masters	Commissioned Shipwrights, Commissioned Electricians, and Commissioned Ordnance Officers.	Second Lieutenants.  (N. 16034/21.)
13. Warrant Writers, Warrant Victualling Officers and Warrant Instructors in Cookery.	Schoolmasters	Warrant Shipwrights, Warrant Electricians and Warrant Ordnance Officers.	1st Class Staff Sergeant Majors, Army Service Corps; Conductors, Army Ordnance Corps; Master Gunners, 1st Class; 1st Class Staff Sergeant Majors, Army Pay Corps; Army Schoolmasters; but Senior to the above ranks.
14. Paymaster Midshipmen.	. . . . .	. . . . .	1st Class Staff Sergeant Majors, Army Service Corps; Conductors, Army Ordnance Corps; Master Gunners, 1st Class; 1st Class Staff Sergeant Majors, Army Pay Corps; Army Schoolmasters; but Junior to the above ranks.

\*\* Officers of the Royal Marines take relative rank with Naval Officers as follows when embarked :—

<i>Marine.</i>	<i>Naval.</i>
Lieutenant (under 4 years from date of entry) . . . . .	Sub-Lieutenant.
Lieutenant (on completing 4 years from date of entry) . . . . .	Lieutenant.
†† Captain (under 12 years from date of entry) . . . . .	
Lieutenant { (On completing 12 years from date of entry) . . . . . }	Lieutenant-Commander.
Captain . . . . .	
Major . . . . .	Commander.
Lieutenant-Colonel . . . . .	Captain under 3 years' seniority. (C.W. 5185/20.)

†† Captains, R.M., entered prior to 1st January 1912, when embarked, to rank as at present with Lieutenant-Commanders, R.N., irrespective of length of service in that rank



**220. Joint Service with Land Forces.**—When officers of the Navy are employed on shore, on joint service with His Majesty's land forces, their relative rank shall carry with it all the precedence and advantages, except command, attaching to the rank with which it corresponds, and shall regulate the choice of quarters, but allowances will remain issuable under naval regulations. See 25 (*Command of Land Forces by Naval Officers and vice versa*).

(N.P. I/1362/21.)

#### CHAPTER IV.

#### APPOINTMENT OF OFFICERS.

##### SECTION I. OFFICERS IN GENERAL.

**223.** Officers shall be promoted, or nominated in the first instance, to the under-mentioned ranks by commission given by the Admiralty:—

##### Military Branch.—Commissioned Officers.

Admiral of the Fleet.

Rear-Admiral.

Lieutenant promoted from Chief Gunner or Gunner, Chief Boat-swain or Boatswain, Chief Signal Boatswain or Signal Boatswain, Commissioned or Warrant Telegraphist.

Sub-Lieutenant.

Mate.

Chief Gunner.\*

Chief Boatswain.\*

Chief Signal Boatswain.\*

Commissioned Telegraphist.\*

(C.W. 8538/12.)

##### Other Branches.—Commissioned Officers.

Chaplain of the Fleet.

Chaplain.

Surgeon-General.

Naval Instructor.

Carpenter Lieutenant.

Assistant Paymaster.

Surgeon.

Engineer Lieutenant promoted from Chief Artificer Engineer or Artificer Engineer.

Mate (E).

Chief Carpenter.\*

Chief Artificer Engineer.\*

Commissioned Mechanician.\*

Commissioned Electrician.\*

Chief Schoolmaster.\*

(C.W. 9246/13.)

\* \* \* \* \*

**224a.** The Staff consists of those Officers appointed to assist the Board of Admiralty, Commanders-in-Chief, and other Flag Officers, Commodores, and Senior Officers, in the functions of Command.

2. Staff Officers are in two categories:—

(a) Those who assist the Command in the preparation for, and conduct of, the operations of war. These are entitled "War Staff Officers."

(b) Those who assist the Command in its technical and administrative functions. These are entitled "Technical and Administrative Staff Officers."

3. War Staff Officers will be selected for appointment from those who have been specially trained, or selected by virtue of special capacity for the type of work required. The notation "W.S." will be placed in the Navy List after the names of those Officers who have qualified in the course of training laid down for War Staff Officers.

(C.W. 13217/19.)

4. Commanders, Lieutenant-Commanders, and Lieutenants will not be continuously employed in staff appointments, but will be required to revert periodically to the ordinary duties of their rank in a ship-of-war at sea. A period of one year's service in non-staff appointments between periods of two years in staff appointments

\* Commissioned Warrant Officer.

will be aimed at. This will not apply to Officers holding personal appointments, nor to ships' Officers who perform staff duties in addition to their ship duties.

(C.W. 659/20.)

5. When a Flag Officer or Commodore hauls down his flag, or when a War Staff Officer is removed, a special report as to the zeal and aptitude shewn by the War Staff Officer in carrying out his duties is to be made by the Chief of the Staff, or Chief Staff Officer. Particular attention is to be paid in the report to the War Staff Officer's capacity for drafting instructions and forming an appreciation of situations, together with any general remarks considered desirable.

(C.W./Training/876/19.)

NOTE.—The report should be in manuscript (not on form S.206) and should be countersigned by the Flag Officer or Commodore, but when there is no Chief of the Staff or Chief Staff Officer, or when the Chief Staff Officer is below the rank of Captain, the report should be rendered by the Flag Officer or Commodore himself.

(C.W. 21755/20.)

227. **Captains and Masters of the Fleet.**—The Captain of the Fleet, Chief of the Staff, and officer required to do duty as Master of the Fleet, shall be appointed by the Admiralty; vacancies for these appointments occurring abroad may be filled up temporarily by the Commander-in-Chief under whom they may be serving until the pleasure of the Admiralty is known.

(C.W. 17807/16.)

#### ARTICLE 228.

\* \* \* \* \*

4. **Chaplains** shall, as a condition to such appointment, receive a special ecclesiastical licence from the Archbishop of Canterbury. When a Chaplain ceases to be on the Active List of Naval Chaplains the licence will be cancelled.

Chaplains qualified for the duty of Naval Instructor may be appointed as Chaplains only.

(N.L. 8110/14.)

\* \* \* \* \*

229. **Officers waiting Disposal.**—The under-mentioned Officers when waiting disposal and not ordered to be borne elsewhere are to be entered on the books of the General Depôt at Sheerness—Chatham or Portsmouth or Devonport :—

Officers on the supplementary list.

Lieutenants, Carpenter Lieutenants, and Engineer Lieutenants promoted under the provisions of Art. 299.

Engineer Lieutenants (Junior List).

Sub-Lieutenants and Acting Sub-Lieutenants.

Mates.

Mates (E).

Assistant Paymasters.

Midshipmen.

Clerks.

Assistant Clerks.

Chief Boatswains

Chief Signal Boatswains

Boatswains

Signal Boatswains.

Chief Masters-at-Arms.

Chief Carpenters.

Carpenters.

Chief Artificer Engineers.

Artificer Engineers.

Commissioned Mechanicians.

Warrant Mechanicians.

Head Wardmasters.

Warrant Writers.

Head Stewards.

Instructors in Cookery.

} Except Torpedo Boatswains.

Officers of any of the above ranks, except Commissioned Warrant Officers or Warrant Officers who may have been invalided, will be specially dealt with by the Admiralty. Except as provided in Clause 2a, Officers discharged or sent home for misconduct are not to be entered on ship's books without the authority of the Admiralty.

The *depôt* selected by a supplementary officer is to be reported to the Admiralty.

2. Commissioned Warrant Officers and Warrant Officers of the under-mentioned branches, and Officers promoted from those ranks, are to be borne as follows when awaiting disposal, if not ordered to be borne elsewhere :—

Gunner -	-	-	} In the Gunnery School at Portsmouth, Chatham, or Devonport.
Royal Marine Gunner -	-	-	
Ordnance Artificer and Armourer -	-	-	
Gunner (T) -	-	-	} In the Torpedo Schools at Portsmouth, Sheerness, or Devonport.
Boatswain (T) -	-	-	
Electrician -	-	-	
Boatswain (S) -	-	-	} In the general <i>Depôt</i> at Portsmouth, Chatham, or Devonport, under the orders of the Captain of Portsmouth Signal School.
Telegraphist -	-	-	
Schoolmaster -	-	-	

H.M.S. "Impregnable."

(C.W. 22379/17, N. 53182/18 and E.F.O. 11100/20.)

2a. **Commissioned Officers not entitled to half pay.**—Commissioned Warrant Officers and Warrant Officers who may be dismissed their ship by sentence of Court-Martial or sent home for misconduct are to be borne on the books of the General *Depôt* or other establishment mentioned in Clauses 1 and 2, from the date of removal from ship's books, and employed on general *Depôt* duties pending receipt of the Admiralty decision as to their final disposal. The names of Commissioned Warrant Officers and Warrant Officers so dealt with are not to be submitted for further appointments until the Admiralty decision has been given.

(N.L. II. 36920/15.)

\* \* \* \* \*

## SECTION II. OFFICERS AUTHORISED TO MAKE APPOINTMENTS, &c.

**230. Commander-in-Chief.**—A Flag Officer, or a Commodore of the First Class who is appointed Commander-in-Chief of a station and who is senior in rank to the officer he is to supersede, shall be entitled to all the advantages of Commander-in-Chief from the period of his arriving within the limits of the station, and assuming the command. His predecessor shall enjoy the advantages only of a junior officer, from the date of his successor coming within the limits of the station, which advantages are to cease, as relates to the station, when he (the junior officer) finally parts company to quit the station. When the succeeding Flag Officer, or Commodore of the First Class, is a junior officer, he shall be entitled to the advantage only of a junior officer, from the date of his arrival within the limits of the station until the command be transferred to him, and the senior officer either finally parts company to quit the station or permits the junior officer to part company from him, after which the advantages of the Commander-in-Chief are to devolve on the succeeding officer.

(N.L./M. 42719/20.)

**231. Acting Appointments.**—When a vacancy for a commissioned officer occurs in the complement of a ship on a foreign station, which for Service reasons should be filled up immediately, and there is no officer of the same rank available, the Commander-in-Chief, or in his absence the senior officer present, shall order a suitable commissioned officer of the rank next below that of the officer dead or removed, to act in the vacancy. An officer appointed to act in place of an officer going on the sick list or to hospital is not to be granted acting rank until a vacancy occurs owing to the officer dying or being invalided. The date of the acting rank is to be the date of the vacancy, but when an officer is appointed to act in command he is to be paid command money at the authorised rate from date of taking over the duties.

(C.W. 2998/20.)

1a. In a ship in which alternative ranks are allowed, e.g., Captain or Commander, Commander or Lieutenant, &c., the acting appointment is to be in the lower rank, regardless of the rank of the officer dead or removed.

1b. In a vacancy for Surgeon Commander, Paymaster Commander, Engineer Commander, commissioned officer from warrant rank, or Senior Master, the officer is only to be appointed to act as Surgeon Lieutenant-Commander, Paymaster Lieutenant-Commander, Engineer Lieutenant-Commander, warrant officer, or Schoolmaster respectively.

1c. Engineer Lieutenants are not eligible for appointment as Acting Engineer Lieutenant-Commander unless the officer has passed the qualifying examination for Engineer Lieutenant-Commander.

1d. In selecting men for appointment as acting warrant officers on a foreign station preference is to be given to men who hold the necessary qualifications for Warrant rank—See Articles 301 to 316, 336, 337, 338 and 338a.

(C.W./N.P. 3550/19.)

2. Commissioned officers from warrant rank, warrant officers and subordinate officers are not eligible for acting appointments to fill vacancies in other ranks.

\* \* \* \* \*

232. Death of Commanding Officer.—On the death of an officer in command of a ship, elsewhere than in a port of the United Kingdom, and not in the presence of a Senior Officer, the following acting ranks are to be assumed and acting promotions made :—

(a) Captain.—If the deceased be a Captain, the Commander, if any, shall take command of the ship as Acting Captain, and shall order the senior Lieutenant-Commander or Lieutenant to act in his stead, and a Sub-Lieutenant or Mate to act as Lieutenant; but if there be no Commander, the senior Lieutenant-Commander or Lieutenant will take command as Acting Commander, and order a Sub-Lieutenant or Mate to act as Lieutenant.

(b) Commander.—If the deceased be a Commander, the senior Lieutenant-Commander or Lieutenant shall take command as Acting Commander, and shall order a Sub-Lieutenant or Mate to act as Lieutenant.

(c) Lieutenant-Commander or Lieutenant.—If the deceased be a Lieutenant-Commander or Lieutenant, and there is no other officer of either of those ranks, the senior Sub-Lieutenant or Mate shall take command as an Acting Lieutenant.

(d) Other Officer.—If the command of the ship should devolve upon any other officer or person, he is not to assume any rank superior to that which he held at the time when the command so devolved upon him.

(C.W. 8538/12.)

\* \* \* \* \*

## CHAPTER V.

### DEFINITIONS OF SERVICE.

#### SECTION III. NON-MILITARY BRANCHES—COMMISSIONED OFFICERS.

253. Acting Time.—Acting service shall only count as time served in the confirmed rank for promotion on the Active List; for all other purposes it shall count as time served in the superior rank in which the officer was acting, except in regard to :—

- (i) The full pay of engineer officers.
- (ii) The full and half-pay of medical officers.
- (iii) The full and half-pay of accountant officers who entered on or after the 1st October, 1910, and those who entered prior to that date and elected to be paid at the new rates of full and half-pay then introduced.

(C.W. 15621/16.)

## CHAPTER VI.

## OFFICERS.—QUALIFICATIONS AND EXAMINATIONS FOR PROMOTION.

## SECTION II. MILITARY BRANCH.

**259. Admiral of the Fleet.**—Admirals of the Fleet will be selected by His Majesty from the Admirals on the active list who have served with distinction as Flag Officer, without regard to Seniority. (C.W. 8206/14.)

**263. Rear-Admiral.**—To qualify a Captain whose seniority brings him in turn for advancement to the active list of Flag Officers, he must have served the following periods, of which three years must in each case have been in command of a ship-of-war at sea :—

During peace	-	-	-	-	-	-	-	6 years.
During war	-	-	-	-	-	-	-	4 „
During peace and war combined	-	-	-	-	-	-	-	5 „

(C.W. 12380/22.)

\* \* \* \* \*

## ARTICLE 266.

\* \* \* \* \*

2. *Cancelled.* (C.W. 9142/19.)

\* \* \* \* \*

**4. Supplementary Officers.**—A Lieutenant on the Supplementary List may be promoted to the Active List of Commanders for distinguished service during war operations.

Lieutenants on the Supplementary List who were appointed under Order in Council of 7th March 1913 may be promoted to the Active List of Commanders for very exceptional service. (C.W. 7224/13.)

**267. Lieutenant.**—To qualify Subordinate Officers who have passed through the regular course of training at the Cadet Colleges, for promotion to the rank of Lieutenant, they must have passed the necessary examinations (see Appendix X., Part II.), and have completed (in normal cases) a minimum period of two years and ten months' service as Midshipman and Acting Sub-Lieutenant.

(C.W. 8774/13.)

The qualifying service for those Officers who have not gained the maximum time on passing out of Dartmouth and the Training Cruiser will be increased beyond the minimum of two years and ten months by the difference between the maximum Cruiser time allowed and the time gained.

To qualify a Midshipman entered as a Naval Cadet over the age of 17 for promotion to the rank of Lieutenant, he must have passed the necessary examinations and completed (in normal cases) two years' service as Midshipman, including time, to a maximum of two months, awarded on passing out of the Training Cruiser.

For Midshipmen who qualify for the rank of Lieutenant four months in advance of their term under the provision of Art. 268, Clause 1, the qualifying period of service for that rank will be four months less than the periods prescribed above. (C.W. 8055/14.)

2. To qualify a warrant officer to undergo the courses and examinations for promotion to the rank of Lieutenant (see Appendix X, Part IIa) he must hold one of the following ranks, viz. :—Gunner, Gunner (T), Boatswain, Signal Boatswain, Warrant Telegraphist, Warrant Master-at-Arms, and have obtained a 1st class certificate in the Higher Educational Test.

Signal Boatswains, Warrant Telegraphists and Warrant Masters-at-Arms must also have passed in seamanship for warrant rank. (C.W. 6885/21.)

3. To qualify a petty officer or leading rate of the Seaman, Signal, Wireless Telegraphy or Regulating branches to undergo courses and examinations for promotion to the rank of Lieutenant (*see* Appendix X, Part IIa) he must have passed in seamanship for warrant rank and must have obtained a 1st class certificate in the Higher Educational Test.

4. Details of the courses and examinations for the rank of Lieutenant are given in Appendix X., Parts II. and IIa.

5. Before being granted a Lieutenant's commission, every Sub-Lieutenant or Mate must receive from the Captain a certificate of efficiency to the effect that "he is competent to take charge of a watch at sea as Lieutenant and to perform efficiently the duties of that rank." This certificate is to be for professional proficiency only. He must also receive from his Captain at sea a certificate recommending him as "in all respects fit for promotion to the rank of Lieutenant." Duplicates of these certificates are to be forwarded to the Admiralty.

(C.W. 20454/20.)

If it should be impossible to grant either of these certificates to any officer on account of inefficiency or for any other reason, a special report is to be made by letter.

No officer will be promoted until he has obtained both these certificates.

(C.W. 6885/21.)

6. **Scale of Promotion.**—Sub-Lieutenants and Mates will be advanced to the rank of Lieutenant at Their Lordships' discretion and subject to the above provisions, in accordance with the following scale, provided that the Officer's conduct has been satisfactory:—

A first class in any subject counts two marks; a second class, one mark; and a third class, nil.

(C.W. 8774/12.)

(a) Sub-Lieutenants:—

Marks.	Promotion.
10	13 months from date of seniority as Sub-Lieutenant.
9	15 " " " "
8	17 " " " "
7	19 " " " "
6	21 " " " "
5	23 " " " "

(b) Mates:—

(i) *For Officers promoted to Mate before 1st February 1921.*

Marks.	Promotion.
10	2 years from date of seniority as Mate.
9	2 " 2 months from date of seniority as Mate.
8	2 " 4 " " " "
7	2 " 6 " " " "
6	2 " 8 " " " "
5	2 " 10 " " " "
4 (or less)	3 " 0 " " " "

(ii) *For Officers promoted to Mate after 1st February 1921.*

Marks.	Promotions.
10	2 years 2 months from date of seniority as confirmed Mate.
9	2 " 4 " " " "
8	2 " 6 " " " "
7	2 " 8 " " " "
6	2 " 10 " " " "
5	3 " 0 " " " "
4 (or less)	3 " 2 " " " "

A Sub-Lieutenant or Mate who fails to pass in one of the subjects of examination for the rank of Lieutenant will not be allowed to count a mark towards promotion if he should be subsequently obtain a first or second-class certificate in that subject.

(C.W. 9740/21.)

**268. Sub-Lieutenant and Acting Sub-Lieutenants.**—On passing the examinations in Seamanship and in the preliminary part of Navigation prescribed in Appendix X., Part II., Midshipmen will be rated Acting Sub-Lieutenant by the Commander-in-Chief or Senior Officer present. Midshipmen who passed through the Cadet Colleges will normally undergo these examinations on completing 2 years and 4 months' service, those entered after the age of 17 on completing 1 year and 10 months' service. As a temporary measure, Midshipmen who are recommended by their Captains as likely to obtain at least a second-class certificate in Seamanship and Navigation may, if they elect to do so, take those two examinations four months before the normal date, and if they pass, are to be rated Acting Sub-Lieutenants. If unsuccessful, they are to remain Midshipmen and be re-examined four months later. The names of Midshipmen recommended for acceleration under this provision are to be reported to the Admiralty, if possible, at least four months before the examination, in order that the necessary arrangements may be made. After completing the whole of the examinations for the rank of Lieutenant, Acting Sub-Lieutenants who passed through the Cadet Colleges will be promoted to the rank of Sub-Lieutenant from the date they complete the qualifying service for the rank of Lieutenant (*see* 267, clause 1); those entered over the age of 17 will be confirmed as Sub-Lieutenants with seniority from the date on which they complete the qualifying service for the rank of Lieutenant.

(*C.W. 8524/12 and C.W. 8055/14.*)

**2. Failure to Pass Examination.**—Officers who fail in the Seamanship Examination at sea are to be put back for four months, and then re-examined. They will not become Acting Sub-Lieutenants until they pass.

Failure in Seamanship, Gunnery or Torpedo will involve the loss of one month's time in respect of each failure, and failure in the Educational Course at the R.N. College, Greenwich, the loss of two months' time.

Officers who fail in the theoretical Navigation Course at the R.N. College, Greenwich, will be liable to a penalty of the loss of one month's time. The question of deprivation of time on this account will be considered when the complete results of the Navigation School examination are available. Officers who pass this Examination at a second attempt will only be allowed to count passing marks (50 per cent.) towards the total marks awarded for Navigation at the end of the Navigation School course.

Failure in the Navigation examination held at Portsmouth on conclusion of the Navigation School course will also involve the loss of one month's time.

A second failure in any of the examinations, including the examination in theoretical Navigation at Greenwich, will entail liability to discharge from the service.

(*C.W. 1493/23.*)

**3. The Sub-Lieutenants' list** will be governed by the numbers required to fill vacancies on the Lieutenants' list. Provided there are vacancies on the latter list, Sub-Lieutenants who have not gained sufficient marks for accelerated promotion will be advanced to Lieutenant on attaining 2 years' seniority in the latter rank.

(*C.W. 8774/12.*)

**4. Loss of Time.**—An Acting Sub-Lieutenant or Midshipman who loses time through discharge to the shore on account of sickness, not attributable to his own fault, may be allowed by Admiralty order to present himself for examination on the date on which he would have been entitled to do so had he not lost time as a consequence of such sickness. Any officer who comes under this order, and who wishes to avail himself of it, must apply through his Captain for the necessary permission, in sufficient time to admit of the investigation of his case and receipt of reply before the date of the examination; but it is to be clearly understood that officers who present themselves for examination will not be shown any special consideration should they fail to pass, or should they be classed lower than they might otherwise have anticipated.

(*C.W. 8774/12.*)

**268a. Mate.**—Candidates selected to qualify for commissioned rank in accordance with Article 267, clauses 2 and 3, will be granted the acting rank of Mate on selection, and will be confirmed in the rank of Mate with their acting seniorities on passing the examinations laid down in Appendix X., Part II.

(*C.W. 6885/31.*)

**269. Midshipman's Certificate.**—Every Midshipman on going afloat will receive a copy of the established certificate (Form E. 190), which is to accompany him from ship to ship, addressed to the Captain and should be produced at each examination for the rank of Lieutenant. (C.W. 8774/12.)

**270. Certificates of Proficiency.**—On presenting himself for examination in Seamanship and in Navigation at sea, a Midshipman must produce the following documents :—

(a) Form E. 190, including the following certificates :—

- (i) Naval Cadet passing-out certificate.
- (ii) Certificate on leaving the Training Cruiser.
- (iii) Record of Efficiency (Former Service) in Seamanship and in Navigation and Pilotage. (See Appendix X., Part II. (13)).
- (iv) A certificate showing that he has qualified before a board of three officers, of which the president must be of the rank of Captain, in the following subjects :—

- (1) Handling of boats under oars and sail;
- (2) Handling of boats under steam;
- (3) Semaphore and Morse.

(v) A certificate signed by the Captain of the ship in which he last served to show that he has completed the prescribed sets of observations and that the book containing the worked-out observations has been sent to the office of the Director of Naval Education for inspection.

(b) The journal kept in accordance with Art. 624, clause 6.

On presenting himself for examination at sea in Gunnery, Torpedo and Engineering, he is to produce the Form E. 190 with the following further certificates completed :—

(i) Record of Efficiency (Former Service) in Gunnery, Torpedo and Engineering (see Appendix X., Part II. (13)).

(ii) A certificate signed by the Engineer Officer of the ship in which he last served to show that he has performed satisfactorily the duties of :—

- (1) Stoker Petty Officer of a Stokehold.
- (2) Stoker Petty Officer of an Engine Room and has satisfactorily taken charge of :—

- (a) An Engine Room.
- (b) All the Boiler Rooms.

\* \* \* \* \*

**271. Return to England for Courses.**—Acting Sub-Lieutenants who have passed the preliminary examinations in Gunnery and Torpedo and qualified in the oral part of Engineering are to be discharged in sufficient time to join the next series of courses at Portsmouth.

Where it is known that an officer has failed in the written part of Engineering, he is to be retained in his ship until his re-examination (see 268, clause 2), but an officer's discharge to Portsmouth is not to be delayed by the non-receipt of the result of the written part of this examination. Any officer who has been discharged from his ship and is subsequently found to have failed will be appointed by the Admiralty to another ship for his further period of service afloat before re-examination.

Officers serving abroad who are unable to arrive in England by the date the next series of courses commence, are to join the Pilotage or Torpedo Course commencing after their arrival.

\* \* \* \* \*

4. He is to join at Portsmouth for the courses as he may be directed in accordance with the instructions contained in the periodical printed letter issued by the Admiralty.

5. While undergoing the courses, officers will be borne on the books of the Navigation School.



**273. Midshipman.**—Naval Cadets will be rated Midshipmen on the date of "passing out" of the training cruisers with priority according to the classes awarded and position taken on passing out, and a notification of the number of months' time gained will be placed in the Navy List.

\* \* \* \* \*

### SECTION III. ENGINEER BRANCH.

**278. Engineer Captain.**—Promotion to the rank of Engineer Captain will be by selection from the list of Engineer Commanders. Promotion will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank. To qualify an officer for promotion he must have served as Engineer Commander or Engineer Lieutenant-Commander in one or more ships, on full pay for five years, including two years' service in sea-going ships as Engineer Commander or Engineer Lieutenant-Commander in charge of engines other than destroyer craft. One of the two years' sea service referred to must be in the rank of Engineer Commander.

(C.W. 32232/19.)

**279. Engineer Commander.**—Promotion to the rank of Engineer Commander will be by selection from the list of Engineer Lieutenant-Commanders.

(C.W. 22971/19.)

**280. Engineer Lieutenant-Commander.**—Engineer Lieutenants will be advanced to the rank of Engineer-Lieutenant Commander on attaining eight years' seniority.

2. }  
2a. } Cancelled.  
3. }

(C.W. 12549/22.)

**281. Engineer Lieutenant.**—To qualify a Mate (E) for promotion to Engineer-Lieutenant he must pass the examinations specified in Appendix X., Part V., and be recommended. The normal period of service as Acting Mate (E) and Mate (E) required to qualify for promotion to Engineer Lieutenant is three years. Acceleration up to a maximum of one year is obtainable as laid down in Appendix X., Part V.

2. Commissioned Engineers, Commissioned Mechanics, Warrant Engineers and Warrant Mechanics are eligible for promotion to the rank of Engineer Lieutenant (see Article 299).

(C.W. 6885/21.)

**281a. Mate (E).**—To qualify a Warrant Engineer, Warrant Mechanician, Chief Engine Room Artificer, Chief Mechanician, Engine Room Artificer or Mechanician for the rank of Mate (E) he must be selected and pass examinations as specified in Appendix X., Part V.

(C.W. 6885/21.)

**282. Cancelled.**

(C.W. 12549/22.)

### SECTION IV. MEDICAL BRANCH.

**284. Surgeon Rear-Admirals** will be selected from the Surgeon Captains who have completed in that rank three years' full pay service, and who have not at any time declined foreign service, except for reasons which the Admiralty regard as good and sufficient.

Promotion will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank.

(C.W. 20508/20.)

**285. Surgeon Captains** will be selected from the List of Surgeon Commanders. Promotion will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank. To be eligible for

advancement two years' sea service in the rank of Surgeon Commander will be required, or five years' combined service at sea in the ranks of Surgeon Commander and Surgeon Lieutenant-Commander. (C.W. 20508/20.)

\* \* \* \* \*

**286. Surgeon Commanders.**—Subject to the approval of the Admiralty, rank as Surgeon Commander will be granted to Surgeon Lieutenant-Commanders who are qualified as follows :—

(i) Have completed six years from date of promotion to Surgeon Lieutenant-Commander (except as provided for in clause 2).

(ii) Have served two years at sea.

(iii) Have undergone the course and passed the qualifying examination before the Medical Examining Board in London prescribed in Appendix X., Part VII.

(iv) Are recommended for advancement by the Medical Director-General.

(v) Have never declined service except for reasons which are accepted as satisfactory by the Admiralty.

Officers who entered the Royal Navy before 4th August 1914 need not take the course and examination, but may do so if they wish to obtain accelerated promotion as in clause 2.

**2. Accelerated Promotion.**—Accelerated promotion to the rank of Surgeon Commander will be granted to Surgeon Lieutenant-Commanders who obtain a special or a first-class certificate in the qualifying examination for promotion, as follows, viz. :—

(i) An officer obtaining a special certificate will be eligible for an advance of 18 months' seniority.

(ii) An officer obtaining a first-class certificate will be eligible for an advance of 12 months' seniority.

Accelerated promotion will not be granted on examination results alone, and an officer must also be recommended as deserving of advancement. It will be open to the Admiralty to reduce the amount of seniority allowed if considered advisable by the Medical Director General.

**3. Special Promotions** from the rank of Surgeon Lieutenant-Commander to that of Surgeon Commander will be made, at the discretion of the Admiralty, in cases of distinguished service or conspicuous professional merit. Special promotions for professional merit will be exceptional, and will not exceed the rate of one in two years; the total number at any one time of Surgeon Commanders holding that rank by such promotions is not to exceed six. Promotions for gallantry in action will not be limited to any specific number. No officer will be specially promoted unless he passed the examinations prescribed for other Surgeon Lieutenant-Commanders.

**4. Failure to Qualify as Surgeon Commander.**—A Surgeon Lieutenant-Commander who fails to obtain a pass will be allowed a second trial, but will not be granted accelerated promotion on the results of the second examination. Should an officer fail to pass at the second attempt he will be compulsorily retired with such gratuity as the Admiralty may see fit to grant, up to a maximum of 1,000*l.*, but not exceeding 100*l.* for each year's service. (C.W. 20508/20.)

**287. Surgeon Lieutenant-Commander.**—Subject to the approval of the Admiralty, rank as Surgeon Lieutenant-Commander will be granted to Surgeon Lieutenants who are qualified as follows :—

(i) Have completed six years from date of entry.

(ii) Have served two years at sea.

(iii) Are recommended for advancement by the Medical Director-General.

(iv) Have never declined service except for reasons which are accepted as satisfactory by the Admiralty.

**2. Special Promotion.**—Special promotions to the rank of Surgeon Lieutenant-Commander will be made at the discretion of the Admiralty for distinguished service or conspicuous professional merit. Special promotions for professional merit will be exceptional, and will not exceed the rate of one a year. The total number, at any one time, of Surgeon Lieutenant-Commanders holding that rank by such special promotions shall not exceed eight. Promotions for gallantry in action will not be limited to any specific number.

3 and 4 *Cancelled.*

(C.W. 20508/20.)

#### ARTICLE 289.

1. *Cancelled.*

(C.W. 12959/16.)

\* \* \* \* \*

#### SECTION IVA. INSTRUCTOR BRANCH.

**289a. Instructor Captain.**—To qualify an officer for the rank of Instructor Captain, promotion to which will be by selection, he must have completed 20 years' service in the rank of Instructor Lieutenant and above, of which 8 at least must have been spent at sea. For Instructors entered before the year 1905, however, only 5 years' sea service will be required.

(C.W. 3657/22.)

**289b. Instructor Commander.**—Subject to the approval of the Admiralty, rank as Instructor Commander will be granted to Instructor Lieutenant-Commanders at the expiration of eight years from the date of promotion to Instructor Lieutenant-Commander, provided that they are recommended for advancement by the Adviser on Education.

(C.W. 4747/20.)

**289c. Instructor Lieutenant-Commander.**—Subject to the approval of the Admiralty, rank as Instructor Lieutenant-Commander will be granted to Instructor Lieutenants who have completed six years' satisfactory service in that rank, provided that they are recommended for promotion by the Adviser on Education.

(C.W. 4747/20.)

**289d. Entry of Instructor Lieutenants.**—A Candidate for entry into the Instructor Branch must have had a University training and have taken an Honours Degree in Mathematics, Science, or Engineering.

2. A candidate who is selected will receive an appointment as Acting Temporary Instructor Lieutenant, and will join the Royal Naval College, Greenwich, for a course of instruction lasting about six months. On qualifying in the subjects of the course he will receive a commission as Temporary Instructor Lieutenant, his seniority being dated back to the date on which he received his acting appointment.

Any officer who fails to qualify will be discharged.

3. After two years from the date on which he qualified, a Temporary Instructor Lieutenant may apply to be put on the permanent list; if accepted, he will receive a commission as Instructor Lieutenant with seniority as from the date of his commission as Temporary Instructor Lieutenant.

4. Any officer who is unwilling to apply for permanent service, or whose application is not accepted, will withdraw at the end of four years from the date on which he qualified, with a gratuity as laid down in the entry regulations. This period may be extended by mutual arrangement, but there will be no further increase in the gratuity.

During the fourth year of this period a Temporary Instructor Officer who wishes to withdraw may apply to do so, but it must be understood that Admiralty permission will depend in the requirements of the Service.

5. The Admiralty reserve the right to dispense with the services of any Temporary Instructor Officer after two or three years from the date on which he qualified, with a gratuity as laid down in the entry regulations.

In the event of misconduct the services of an Instructor Officer may be dispensed with at any time without gratuity.

(C.W. 4747/20.)

## SECTION V. ACCOUNTANT BRANCH.

**290. Secretaries to Flag Officers and Commodores.**—To qualify an Officer to receive an appointment as Secretary to a Flag Officer or Commodore of the First Class, he must be on the list of \_\_\_\_\_ Paymaster Captains, Paymaster Commanders or Paymaster Lieutenant-Commanders, or in the case of a Commodore, First Class, or a Flag Officer not being a Commander-in-Chief, \_\_\_\_\_ on the list of Paymaster Lieutenants.

2. To qualify an Officer to receive an appointment as Secretary to a Commodore of the Second Class, he must be on the list of Paymaster Commanders, Paymaster Lieutenant-Commanders, Paymaster Lieutenants or Paymaster Sub-Lieutenants.

3. Cancelled.

(C.W. 933/23.)

**291. Paymaster Captain.**—Promotion to the rank of Paymaster Captain will be by selection from the list of Paymaster Commanders. Promotion will be confined to officers who have proved themselves to be fitted both professionally and administratively for the higher rank. To qualify an officer for promotion he must have completed twenty years' service, which is to include not more than four years' time as Paymaster Lieutenant or Paymaster Sub-Lieutenant and all time as Paymaster Lieutenant Commander (acting or confirmed) and Secretary.

(C.W. 8458/22.)

**292. Paymaster Commander.**—To qualify an Officer for the rank of Paymaster Commander he must have eight years' seniority as Paymaster Lieutenant-Commander, and a satisfactory record.

(C.W. 933/23.)

**293. Paymaster Lieutenant-Commander.**—To qualify an Officer for the rank of Paymaster Lieutenant-Commander he must have eight years' seniority as Paymaster Lieutenant, have a satisfactory record, and have passed the required examination (see Appendix X, Part IX), which may not be taken until three years after passing for Paymaster Sub-Lieutenant. He must also obtain the certificate as to ledger work referred to in Appendix X., Part IX.

(C.W. 933/23.)

**294. Paymaster Lieutenant.**—To qualify an Officer for the rank of Paymaster Lieutenant he must have two years' seniority as Paymaster Sub-Lieutenant, and his record must be satisfactory. Officers who attain the necessary seniority for advancement to the rank of Paymaster Lieutenant, and have not passed the examination for the rank of Paymaster Sub-Lieutenant on account of service reasons, will be advanced to Acting Paymaster Lieutenant on their proper dates, their seniority being adjusted on confirmation after passing the examination. Officers who attain the necessary seniority for advancement, and who have failed in the examination for the rank of Paymaster Sub-Lieutenant, will remain as Acting Paymaster Sub-Lieutenants until they pass.

2. Cancelled.

(C.W. 933/23.)

**295. Paymaster Sub-Lieutenant.**—Paymaster Midshipmen will be examined, as prescribed in Appendix X., Part VIII., for Paymaster Sub-Lieutenant at the end of three years from date of entry as Paymaster Cadet, and on completion of two years as Paymaster Midshipman may be advanced to Acting Paymaster Sub-Lieutenant if in all respects considered deserving of promotion, Form S. 433b being forwarded to the Secretary of the Admiralty in confirmation.

(C.W. 188/21.)

**296. Paymaster Midshipmen.**—Paymaster Cadets will be rated Paymaster Midshipmen 12 months from date of entry, or as soon afterwards as they are certified by the Accountant Officer of the Ship as likely to make good Accountant Officers. The Certificate (Form S.432) is to be attested by the Captain of the ship, and a duplicate is to be sent to the Admiralty.

2. In the event of a Paymaster Cadet not being considered as qualified for advancement to Paymaster Midshipman on attaining one year's seniority, a special report is to be made to the Admiralty stating the reasons.

3. If a Paymaster Cadet fails to obtain his certificate for advancement to Paymaster Midshipman within 18 months of his date of entry, application is to be made by the Captain to the Commander-in-Chief or Senior Officer for an enquiry to be held. The result is to be reported to the Admiralty, and if it is unfavourable to the officer he will be liable to discharge from His Majesty's Service.

4. Order of seniority as Paymaster Midshipman will be dependent upon the marks obtained in the examination on passing out of the training ship after 3 months' service as a Paymaster Cadet and upon those obtained in the educational examination for entry as Paymaster Cadet, in such manner as may from time to time be prescribed by the Admiralty.

(C.W. 933/23.)

297. \_\_\_\_\_ Paymaster Cadet.—Candidates for admission as Paymaster Cadets must pass such medical and educational examinations as may from time to time be required. \_\_\_\_\_ They must produce certificates of proficiency in swimming before they are permitted to enter His Majesty's Service.

(C.W. 933/23.)

#### SECTION VI.—COMMISSIONED OFFICERS FROM WARRANT RANK AND WARRANT OFFICERS.

298. Commissioned Officers from Warrant Rank will be selected from the respective ranks of warrant officers, at the discretion of the Admiralty.

2. Warrant officers of all branches will be eligible for promotion to commissioned officer from warrant rank after ten years' seniority as warrant officer, provided they are recommended by their commanding officers, have a good record, and have served for five years at sea as warrant officer. (*For temporary reductions in sea service qualification, see clause 3.*)

(C.W. 41302/18.)

A report on each officer is to be furnished through the usual channels as to whether or not he is recommended, the report to reach the Admiralty not later than the first day of the month in which the officer concerned is due for promotion.

(C.W. 18248/20.)

3. Commissioned Mechanicians.—The following periods of sea service as warrant officer will be required as a qualification for promotion to Commissioned Mechanician during the periods specified below:—

Until 1st January 1922	-	-	-	-	-	3 years.
" " " 1923	-	-	-	-	-	3½ "
" " " 1924	-	-	-	-	-	4 "

after which the full period of five years will be required. (C.W. 556/19.)

4. The rank of Commissioned Officer from Warrant rank may be granted earlier at the discretion of the Admiralty for war or other distinguished service.

(C.W. 41302/18.)

299. Promotion to Lieutenant or Equivalent Rank.—Commissioned Officers from Warrant rank, and Warrant Officers may be promoted to the rank of Lieutenant (or equivalent rank) at the discretion of the Admiralty.

2. The following are eligible:—

(a) Commissioned Officers from Warrant rank and Warrant Officers of exemplary conduct who may distinguish themselves by acts of gallantry and daring in the Service; restricted to Officers who are under 45 years of age. See 245 and 252 (*time for pay served before promotion*).

(b) Commissioned Officers from Warrant rank and Warrant Officers for long and zealous service.

(c) Commissioned Officers from Warrant rank who qualify by examination (*see Appendix X., part XIA*); restricted to the following branches, viz.:—Gunner, Boatswain, Signal Boatswain, Shipwright and Engineer.

(d) Promotion may be granted earlier at the discretion of the Admiralty for war or other distinguished service.

(e) Specially selected Warrant Officers may also be promoted to Lieutenant or Engineer Lieutenant through the ranks of Mate (general service) and Mate (E) respectively. See 267 and 281.

For detailed Regulations, see Appendix X., Part XIa.

3-6. Cancelled.

(N. 53182/18 and C.W. 41302/18.)

ARTICLE 300.

\* \* \* \* \*

2. **Character.**—They must be recommended by Officers commanding His Majesty's Ships, the fact being noted on their Service certificates in the space provided for "Special recommendations," and their character must be such as would, if continued, qualify them for the Good Conduct Medal. The award at any time of a character inferior to "Good" will, however, disqualify a candidate.

The particulars of candidates who are considered exceptionally deserving or who have distinguished themselves by meritorious or special services, but who have not attained to the foregoing standard of character, may be submitted to the Admiralty for consideration.

(C.W. 8047/14.)

3. **Recommendations.**—Except as provided in clause 3b, candidates for warrant rank must be recommended half-yearly in accordance with the instructions given on Form S. 198 (see Appendix XVIII., Part I.). Recommendations should not be forwarded at any other times, and if the recommending officer wishes to make any remarks in regard to a candidate, he should do so when forwarding the half-yearly return.

3a. The recommendations must be continuous, and if a candidate is not recommended the reasons should be briefly stated in rendering the half-yearly return.

3b. Half-yearly recommendations are not required for Engine Room ratings.

(C.W. 15591/21.)

3c. The recommendations are to commence when the candidates are qualified by service and have passed the necessary examinations for Warrant rank, other than those preceded by courses of instruction, as indicated in the following table :—

Rank.	Returns to commence.
Gunner ... ..	After passing educational test and examination in seamanship (S. 440).
Gunner (T.) ... ..	
Boatswain ... ..	
Boatswain (P. & R. T.) ... ..	
Warrant Shipwright ... ..	After passing educational test and preliminary technical examination.
*Warrant Ordnance Officer ... ..	After passing educational test and preliminary professional examination.
Warrant Electrician ... ..	After passing educational test and professional examination.
Warrant Wardmaster ... ..	
Warrant Writer ... ..	
Warrant Supply Officer ... ..	
Signal Boatswain ... ..	After passing educational test.
Warrant Telegraphist ... ..	
Warrant Master-at-Arms ... ..	
Warrant Instructor in Cookery ... ..	After passing educational test and obtaining a certificate not lower than "superior" (i.e., 90 to 96 per cent. of marks) in the professional examination for C.P.O. Cook.

\* The recommendation for Warrant Ordnance Officer should record his ability as a mechanic, his capacity to design and modify articles from ideas given him, and his powers of controlling men and organising work.

(C.W. 2368/23.)

\* \* \* \* \*

**5. Misconduct or Unsuitability.**—If a qualified candidate for warrant rank should misconduct himself in a manner which would disqualify him for the Good Conduct Medal, his misconduct is to be reported to the authorities to which the Half-Yearly M.S. "Return of candidates recommended for Warrant Rank" is forwarded; and his name will be removed from the roster for promotion.

If a candidate is found unsuitable for advancement, the fact is to be reported to the same authorities, whether he has been previously recommended or not.

(C.W. 8158/13.)

**5a. Medical Fitness.**—All promotions will be dependent on medical fitness for service at sea.

(C.W. 4728/17.)

**6. Acting Rank.**—Candidates for warrant rank will be given acting rank only on promotion. At the expiration of one year's service an acting warrant officer will be eligible for confirmation in rank, provided his conduct and qualifications have been satisfactory, and he is recommended from the ship in which he is serving; his seniority to reckon from the date of his acting appointment.

**301. Gunner, Gunner (T) and Boatswain.**—A candidate for Gunner, Gunner (T) or Boatswain must comply with the following:—

- (a) Must be qualified under Article 300.
- (b) Must be not more than 35 years of age.
- (c) Must pass the educational test laid down in Appendix X., Part XII.
- (d) Must pass the prescribed examination in Seamanship under the conditions laid down in Form S.440. This examination is to be held in the presence of a Captain or Commander by a Navigating Officer and three Commissioned or other Gunners, Torpedo Gunners or Boatswains.

Candidates for Boatswain on presenting themselves for examination in Seamanship for Warrant rank will be required to produce a certificate of full normal vision from the Medical Officer of the ship in which they are serving as required of candidates for navigating duties under Article 323, clause 2. Candidates who have already passed in Seamanship must obtain the above certificate of full normal vision.

The educational test referred to at (c) may be taken either before or after the Seamanship examination, but no candidate is to be discharged to undergo the qualifying course referred to in clause 3 unless he has passed both the educational test and the Seamanship examination and is otherwise qualified.

Before undergoing the above examination in seamanship each candidate—

- (i) must be either a Petty Officer or a Leading Seaman of two years' seniority and have passed for Petty Officer;
- (ii) must have served seven years as boy or man, of which at least four years must be in a seagoing ship; the actual period served in seagoing ships to be stated in his passing certificate for Warrant Officer;
- (iii) must produce his service certificate and certificate as Seaman Gunner or Seaman Torpedo Man;
- (iv) must state whether he elects to pass for Gunner, Gunner (T) or Boatswain.

(C.W. 10252/22.)

**2.** Where a candidate for Gunner or Gunner (T) has failed to pass for Gunner's Mate or for a higher torpedo rating within two years of his passing in Seamanship, and is thus ineligible under Article 399, clause 3, to qualify at once for Warrant rank, the fact is to be noted on the passing certificate (Form S. 440) in the space provided for further remarks, and he is not to be sent home for the courses until qualified.

This clause does not apply to candidates who have failed only in firing practices in the examination for a Higher Gunnery rating, provided that passing marks were obtained in the remainder of the course.

**2a.** It is not necessary for a candidate to have passed the educational test before passing the examination in Seamanship. On and after the 1st January 1924, however, a candidate who has not passed the educational test before that date will be required to do so within three years of the date of his passing in Seamanship, otherwise his name will be removed from the roster for promotion. Should a candidate whose name has been so removed subsequently pass the educational test his

name will be replaced on the roster, his position thereon being dependent on the date of passing the latter examination.

(C.W. 2687/23.)

3. Subject to clause 2, candidates who have satisfied all the foregoing conditions will be eligible to undergo the qualifying courses referred to in Article 337, and should be sent home for these courses as soon as practicable.

4. Before being eligible for promotion to Acting Gunner, Acting Gunner (T) or Acting Boatswain, a candidate must be a Petty Officer or Acting Petty Officer with not less than one year's service in the actual performance of the duties of such rating as laid down in Article 337, and must have qualified in the courses required by that Article.

5. A candidate for the rank of Gunner (T) will not be promoted to the rank of Acting Gunner (T) until he has held the non-substantive rating of Torpedo Gunner's Mate, Acting Torpedo Gunner's Mate or Leading Torpedo-man, for one year in a sea-going ship.

(C.W. 14797/19 and C.W. 22485/20.)

6. Whenever passed candidates for the rank of Gunner or Gunner (T) are discharged from any ship or depôt, the Captain of H.M.S. "Excellent" or of H.M.S. "Vernon" is to be informed accordingly, the following information being given:—

Substantive rating.

Non-substantive rating.

Date of discharge.

Where discharged.

Remarks, stating whether still recommended.

(C.W. 11885/21.)

7. Promotion will always be subject to medical fitness for sea service.

302. *Cancelled.*

(C.W. 6384/20.)

302a. Boatswains (P. and R.T.) (Physical and Recreational Training Branch).—Physical and Recreational Training Instructors who are candidates for the rank of Boatswain (P. and R.T.), before being eligible to take the prescribed course and examination in Physical Training, must have qualified in every way for the rank of Boatswain according to the provisions of Articles 301 and 337, and must be recommended by their Commanding Officers.

2. The roster of candidates for the rank of Boatswain (P. and R.T.) will be kept by the Superintendent of Physical and Recreational Training at Portsmouth, and recommendations of candidates should be addressed accordingly.

3. Before promotion candidates will be required to pass the Physical Training Examination at the School of Physical Training.

4. On promotion they will be known as Acting Boatswains (P. and R.T.) and will conform to the ordinary regulations for confirmation in rank.

5. Candidates\* for Boatswain (P. and R.T.) who were already Gunners or Boatswains prior to the introduction of the advanced examination in Seamanship for Boatswain (i.e., 30th June 1919) will not be required to pass the advanced examination in Seamanship (Appendix X., Part XIIb), but all other candidates must do so.

C.W./N. 3301/19 and C.W. 12199/20.)

303. Signal Boatswain.—A candidate for Signal Boatswain must be not more than 35 years of age, and must undergo the course and pass the examination laid down in "OU 5298 Instructions for Training and Examination of Officers and Men in Signals and Wireless Telegraphy."

Before being eligible to undergo the prescribed course candidates must—

(a) have not less than 2 years' service as Leading Signaller or Leading Signaller and Yeoman of Signals combined;

(b) have passed finally for Yeoman of Signals;           |       

(c) have served seven years as boy or man;

(d) have passed the educational test for the rank of Warrant Officer.



A copy of the candidate's service certificate and history sheet must accompany the first recommendation for warrant rank (Article 300). In forwarding the half-yearly recommendations, the recommending officer should pay particular attention to a candidate's administrative ability and power of exercising control over his department and the men under his orders.

(C.W. 5518/23.)

1a. *Cancelled.*

1b. *Cancelled.*

2. Candidates will be selected to undergo the prescribed course at the Signal School, Portsmouth, from a roster of eligible men kept at that school, due regard being paid to recommendations, service qualifications, and seniority; candidates serving afloat will be relieved in sufficient time to enable them to join their class at the commencement of the course.

3. Candidates who qualify will be placed on a roster for promotion and must continue to be recommended half-yearly; those who fail will not be eligible for a further course.

4. Before promotion to warrant rank a candidate must have served one year at sea as a Yeoman of Signals. Leading Signalmen after passing for warrant rank are, if necessary, to be granted the rating of Acting Yeoman of Signals in sufficient time to ensure their having served in that capacity for a year before their turn for promotion is expected to arrive.

5. *Cancelled.*

**304. Warrant Telegraphist.**—A candidate for Warrant Telegraphist must be not more than 35 years of age, and must undergo the course and pass the examination laid down in "OU 5298 Instructions for Training and Examination of Officers and Men in Signals and Wireless Telegraphy."

Before being eligible to undergo the prescribed course a candidate must—

(a) have not less than 2 years' service as Leading Telegraphist or as Leading Telegraphist and Petty Officer Telegraphist combined;

(b) have passed finally for Petty Officer Telegraphist;        |       

(c) have served seven years as boy or man;

(d) have passed the educational test for the rank of warrant officer.

A copy of the candidate's service certificate and history sheet must accompany the first recommendation for warrant rank (Article 300). In forwarding the half-yearly recommendations, the recommending officer should pay particular attention to the candidate's administrative ability and power of exercising control over his department and the men under his orders.

(C.W. 5518/23.)

2. Candidates will be selected to undergo the prescribed course at the Signal School, Portsmouth, from a roster of eligible men kept at that school, due regard being paid to recommendations, service qualifications, and seniority; candidates serving afloat will be relieved in sufficient time to enable them to join their class at the commencement of the course.

3. Candidates who qualify will be placed on a roster for promotion and must continue to be recommended half-yearly; those who fail will not be eligible for a further course.

4. Before promotion to warrant rank a candidate must have served one year at sea as a Petty Officer Telegraphist. Leading Telegraphists after passing for warrant rank are, if necessary, to be granted the rating of Acting Petty Officer Telegraphist in sufficient time to ensure their having served in that capacity for a year before their turn for promotion is expected to arrive.

**305. Warrant Master-at-Arms.**—A candidate for Warrant Master-at-Arms must be not less than 35 years of age        |        and must have passed the educational test for the rank of Warrant Officer.

(C.W. 7558/23.)

**306. Warrant Shipwright.**—A candidate for Warrant Shipwright must be not more than 35 years of age, must have attained the rating of Acting Shipwright

4th Class, or above, and have served for not less than 12 months in all, in one or more of His Majesty's ships. Before he can be placed on the roster for promotion he must pass, in the order given, the examinations detailed in Appendix X., Part XIV. (C.W. 12537/20. C.W. 20821/20.)

2 and 3. *Cancelled.*

**307. Warrant Engineers and Warrant Mechanics** will be selected from the Chief or other Engine Room Artificers and the Mechanics who have passed the examination prescribed in Appendix X., Part XIII., and are recommended. Before being eligible to take this examination candidates must have complied with the following :—

(a) Must be qualified under Article 300.

(b) *Warrant Engineer* :—Must have served as Chief or other Engine Room Artificer for three years in seagoing ships in commission and have served for six years with continuous "Very Good" character with previous character not inferior to good in time counting for pension. Candidates entered as Boy Artificers will not be allowed to reckon service prior to being rated Acting Engine Room Artificer, 4th Class.

*Warrant Mechanician* :—Must have served not less than five years in the rating of Mechanician (Acting and Confirmed) three of which must have been in a ship-of-war at sea.

(c) Must produce the following certificates signed by the Captain and Engineer Officer of the last ship in which he served :—

(i) that he is capable of taking charge of the machinery of a small ship, and

(ii) that he is considered fit in every respect for advancement to Warrant rank.

(d) Must have passed the Educational Test for the rank of Warrant Officer. (C.W. 14340/20.)

2 and 3. *Cancelled.*

(C.W./20.)

**308. *Cancelled.*** (See 307.)

(C.W./20.)

**309. The Candidates for Warrant Engineer or Warrant Mechanician** will be informed whether they have qualified or not. If successful, their names will be placed on a roster for promotion at the Admiralty, and the following notation is to be made on their service certificates "Qualified for Warrant Engineer (or Warrant Mechanician), and noted for promotion" (Q.W.E.) or (Q.W.M.), also in the report on Engine Room Artificers and Mechanics, Form S. 189, in which it should be added if they are recommended for promotion.

2. Any act of grave misconduct or inefficiency on the part of a man placed on the roster for promotion to Warrant Engineer or Warrant Mechanician is at once to be reported to the Admiralty with a view to his name being removed from the roster, and the notation on his Service Certificate is to be cancelled.

A report is also to be made to the Admiralty immediately on the death or discharge from the Service of a man who is on the roster. (C.W./20.)

**310. Warrant Electrician.**—Warrant Electricians will be selected from Chief or other Electricians who have passed the examination prescribed in Appendix X., Part XV. Before undergoing this examination candidates must have served not less than six years from date of being rated Acting Electrical Artificer, 4th class. of which four must have been at sea; must have qualified under Article 300; must be not more than 35 years of age; and must have passed the educational test for the rank of Warrant Officer.

Candidates will not be allowed to sit for examination on more than three occasions. (N. 741/23.)

\* \* \* \* \*

**311. Warrant Ordnance Officer.**—A candidate for Warrant Ordnance Officer must be not more than 35 years of age. To be eligible to undergo the prescribed examination (see Art. 338a), he must have served not less than six years as Ordnance Artificer above 5th Class, including four years in sea-going ships in commission and excluding time as Acting Ordnance Artificer, 4th Class, beyond 18 months

and have passed the educational test for the rank of Warrant Officer and the preliminary professional examination prescribed in Appendix X, Part XVI.

Service as Chief Armourer and Armourer (or three years for ex-Armourers who had less than three years' service as such at the date of transfer to Ordnance Artificer, 3rd Class), and as Engine-Room Artificer above 5th Class, including acting time not exceeding 18 months, is to be counted as the equivalent of Ordnance Artificer time for this purpose by men transferred from those classes. Service as Armourer's Mate not exceeding two years is to be counted as the equivalent of Ordnance Artificer time for this purpose by men transferred from the rating of Armourer's Mate who have attained the age of 27.

(N. 3236/23.)

2. A candidate will not be allowed to present himself for the preliminary professional examination unless he is eligible as regards service and character, has passed the educational test for the rank of Warrant Officer and can produce a certificate from the Captain of the Ship in which he is serving that he is considered fit in every respect for promotion to warrant rank.

3. No candidate will be allowed to sit for the preliminary professional examination more than three times.

**312. Schoolmaster Branch.**—Officers of the Schoolmaster Branch will be appointed by the Admiralty on the recommendation of the Adviser on Education. (C.W. 6459/20.)

**313. Warrant Wardmasters** will be appointed by the Admiralty on the recommendation of the Medical Director-General, and will be selected from Sick Berth Chief Petty Officers who have had adequate experience in that rating, are not less than 35 years of age, and have passed the professional examination detailed in Appendix X., Part XVIb. (N./22.)

2. Before being eligible to sit for the above examination, candidates must have served two years as Petty Officer and Chief Petty Officer combined on general nursing and ward duties in a Naval Hospital, Sick Quarters, or Hospital Ship, the Petty Officer time being during the last four years served in that rating, and the Chief Petty Officer time being not less than six months. While engaged on general nursing and ward duties they will not be regarded, except in emergency, as available for the duties of any specialist non-substantive rating in which they may be qualified although they will continue to draw the relative allowance. (See Appendix XV, Part III, Nos. 74-77.)

3. They must also have passed the Educational Test for the rank of Warrant Officer.

(N. 3282/23.)

**314. Warrant Writer.**—To be eligible for appointment as Warrant Writer candidates must :—

- (a) be qualified under Article 300;
- (b) have passed the educational test for Warrant rank before the professional examination is taken;
- (c) have passed the professional examination given in Appendix X, Part XVI A.

2. To be eligible to sit for the professional examination for Warrant rank, candidates must have passed for First Writer and have seven years' service.

(C.W. 6698/22.)

**315. Warrant Supply Officer.**—To be eligible for appointment as Supply Officer, candidates must :—

- (a) be qualified under Article 300;
- (b) have passed the educational test for Warrant rank before the professional examination is taken;
- (c) have passed the professional examination given in Appendix X, Part XVI A.

2. To be eligible to sit for the professional examination for warrant rank, candidates must have passed for Supply Chief Petty Officer and have seven years' service.

3. Acting Warrant Supply Officers must undergo a meat and victualling course at the first opportunity after promotion and they will not be confirmed until they have passed through the course successfully. (C.W. 6698/22.)

**316. Warrant Instructor in Cookery.**—To be eligible for appointment as Warrant Instructor in Cookery, candidates must—

- (a) be qualified under Article 300;
- (b) have seven years' total service; \_\_\_\_\_ | \_\_\_\_\_
- (c) have passed the educational test for the rank of Warrant Officer;
- (d) have passed the professional examination for C.P.O. Cook, as laid down in the Manual of Naval Cookery, and obtained a certificate not lower than "superior" (i.e., 90 to 96 per cent. of marks) in that examination. (C.W. 2368/23.)

2. Before becoming eligible for confirmation in rank, Acting Warrant Instructors in Cookery will be required to undergo a course of instruction at a recognised school of cookery as may be decided by the Admiralty from time to time and obtain a certificate of passing.

## CHAPTER VII.

### OFFICERS.—TRAINING AND EXAMINATIONS GENERALLY.

#### SECTION I. MILITARY BRANCH AND MARINE OFFICERS.

##### ARTICLE 320.

\* \* \* \* \*

3. Officers of the Royal Marines below the rank of Lieutenant-Colonel are eligible for this course. (N. 16034/21.)

**321. Officers Specialising.**—(a) Officers selected to specialise must have served as follows:—

Gunnery and Torpedo - Not less than one year at sea as Lieutenant in charge of a Watch in a sea-going ship.

Navigation - - - Not less than one year at sea after passing all examinations for the rank of Lieutenant.

Engineering - - - See 326.

(b) Officers may volunteer to specialise:—

In Gunnery and Torpedo.—At any time after attaining the rank of Lieutenant.

In Navigation.—When they have obtained their Deck Watch keeping Certificates (see also 323).

In Engineering.—As prescribed in 326.

2. Officers qualified in accordance with Clause 1 (b) who may be desirous of specialising are to apply through the Captains of the ships in which they are serving or, if on half pay, to the Secretary of the Admiralty direct, sending copies of their certificates or of other testimonials they may wish to produce.

2a. Officers may apply to specialise in more than one class of duties, indicating the order of their preference, so that if there are not vacancies in one class, they may still be selected for one of the others. (C.W. 3668/20.)

2b. Those who are accepted for gunnery, torpedo, navigation, or engineering, will attend a course of two terms, approximately six months, at the Royal Naval College, Greenwich. This course is solely for the purpose of preparing the Officers for their practical work at the Schools, and the practical course will be strictly limited to what is essential for an Officer performing specialist duties in a seagoing ship. Those selected to specialise in Engineering are to provide themselves with a suitable set of mathematical drawing instruments before joining the Royal Naval College, Greenwich.

(C.W. 8032/14.)

3. On completing the practical course the Officers will become Lieutenants (G), (T), (N), or (E), and a limited number of Lieutenants (G) and (T) 1st Class, and Lieutenants (E), being volunteers, will be selected on the combined results of the preliminary and practical courses and be sent to the Royal Naval College, Greenwich, for the advanced course. In the selection of Lieutenants (E) for the advanced course, the recommendations of the Engineer Captain in command of the Royal Naval College, Keyham, will also be considered.

3a. The examination at the end of the advanced courses will be a test examination only. Officers who complete these courses will be designated Lieutenants (G†), (T†), and (E†) respectively.

3b. The number and duration of the various courses will be as shown in Appendix X., Part IIb.

4. Lieutenants (E) who pass the advanced course for Lieutenant (E†) will receive the higher rate of allowance for the performance of Engineering duties laid down in Appendix I., Part I.

The other Officers will be in one class as Lieutenant (E), 65 per cent. of the combined marks for the preliminary and practical courses being required to qualify.

4a. Should it be found, during any part of the course of instruction, that an Officer is not likely to prove efficient as a specialist in the branch selected, his name is to be submitted to the Admiralty with a view to his removal from the course.

4b. Lieutenants who do not wish to specialise will also be allowed to go through a course at Greenwich when their services can be spared.

5. }  
6. } Cancelled.  
7. }

(C.W. 11601/21.)

8. Cancelled.

\* \* \* \* \*

**322. Royal Marines.**—Officers desiring to qualify for service with the Royal Marines may volunteer for such duty on reaching the rank of Sub-Lieutenant and after undergoing the Greenwich Gunnery, Torpedo and Navigation Courses. (See also 1154a.)

2. }  
3. } Cancelled.

(C.W. 19264/21.)

**323. Navigating Officers.**—Candidates desirous of qualifying for navigating duties must have passed the examination in signals laid down in Appendix X., Part III., and must apply as specified in Art. 321. Preference will be given to officers who have obtained a 1st Class in Pilotage in the examination for the rank of Lieutenant, and good classes in the other subjects.

2. Each application to specialise in navigation must be accompanied by a Certificate from the Medical Officer of the ship to the effect that the candidate possesses full normal vision as determined by Snellen's tests.

(C.W. 7398/13.)

\* \* \* \* \*

13. Should it be probable that the exigencies of the service will cause an officer to be absent from England at the date he will complete the three years' sea service required to render him eligible to pass for 1st Class Ships, or unduly delay him, through no fault of his own, from completing three years' sea service, he may be examined provided that he has completed two and a half years of such service; but he will not, in any circumstances, be entitled to the increase in navigating allowance until he has completed the full period of three years' qualifying sea service.

14. (First line.) Delete "also".

(C.W. 9088/13.)

15. All provisional certificates are to be granted in triplicate; two of the copies are to be handed to the officer and are to be produced by him when he takes the final examination at the Navigation School. The third copy is to be forwarded to the Admiralty immediately after the examination. The issue of the increased rate of Navigating allowance is to be supported by a statement signed by the Captain of the Ship, and forwarded as an enclosure to the ledger to the effect that such a certificate has been granted.

(C.W. 13479/22.)

**323a. Surveying Service.**—Lieutenants (N) and Sub-Lieutenants (N) who desire to acquire experience of the surveying service and who are recommended by the Captain of the Navigation School as being likely to profit by it, will, as vacancies occur, be appointed for a period of two years as temporary surveying officers on board one of H.M. Surveying Vessels. This service, from the date of attaining the rank of Lieutenant, will count towards the time as Navigating Officer necessary to pass for first class ships. They will receive pay as 4th Class Assistant Surveyors from the date of joining, and will be eligible to rise to the grade of 3rd Class Assistant Surveyors whilst serving on the temporary staff of the ship, if specially recommended by their Captains.

2. No officer will be required to serve longer than two years in a surveying ship, but a limited number of those who wish to make surveying their speciality will have the opportunity of volunteering, and will be selected for the permanent staff. Those officers who do not wish to remain in the surveying service will revert to (N) duties in the fleet, and the fact of their having undergone this valuable special training will be noted in their favour at the Admiralty.

3. Although it is not intended that officers of considerable seniority should be appointed, no objection will be raised to the employment of an Officer who has passed successfully in the Navigation School and has subsequently served in the General Service.

4. Officers of the General Service may volunteer for temporary surveying service under the same conditions as Navigating Officers, so far as those conditions are applicable.

5. Sub-Lieutenants must complete their six months' engine room training before appointment.

(C.W. 8337/15.)

**326. Engineering—Specialisation of Officers who entered as Cadets.**—The specialist course of instruction to qualify an Officer in Engineering will be as laid down in Appendix X., Part IId.

2. On completion of the practical course and after passing the required examination, Lieutenants, subject to possessing an Engine Room Watchkeeping Certificate, will become Lieutenants (E) and will be qualified to perform the duties of a junior Engineer Officer afloat. Being members of the Military Branch they will conform to the regulations applicable to that Branch, subject to the limitations as to military command contained in the following Clauses.

3. They will receive pay at the rates prescribed for Engineer Officers, but if appointed for deck duties they will receive pay at the rates laid down for the Executive Branch.

4. From among those who have qualified for Lieutenant (E) a selection will be made of a limited number of Officers who will undergo a further two years' course of scientific training at the Royal Naval College, Greenwich, with a view to qualifying for the higher technical and administrative Engineering appointment at the Admiralty and in the Dockyards.

5. Lieutenants (E) who successfully pass the examination at the end of this two years' course will be designated Lieutenants (E†), and will proceed to sea for a period of service afloat, after which they will be available either to take up special duty on shore, if their services are at once required, or to continue to perform the duties of an Engineer Officer at sea until they are needed for a shore appointment.

6. Officers appointed to specialise or who may specialise in Engineering subsequent to 24th December 1918 come under the following conditions :—

(a) Officers will have the option of specialisation in (E) as Sub-Lieutenants after having obtained an engine room watchkeeping certificate. Officers who elect to specialise at this period will forego all future right of reversion to deck duties and of military command.

(b) Officers will have a second option of specialisation in (E) after they have obtained one year's watchkeeping experience as a Lieutenant. If they elect to specialise at this stage, they will retain the right of military command, and on attaining between 7½ and 9 years' seniority as Lieutenants, they will be allowed the option of reverting to deck duties. If an officer then reverts to deck duties such reversion will be final except with the consent of the Admiralty, which will not be given except in special cases. If he does not exercise the option to revert to deck duties he will from that time give up military command and remain as an officer (E) throughout his service career.

(c) Officers selected for the "dagger" course will forego their right to military command on qualification for this course.

(d) The promotion of Sub-Lieutenants specialising in (E) will be governed by the same regulations as for other Sub-Lieutenants with the exception that a deck watchkeeping certificate will not be required for promotion to the rank of Lieutenant, Lieutenants (E) will receive automatic promotion to Lieutenant Commander (E) on attaining eight years' seniority as Lieutenant in the same way as other Lieutenants. The officers who revert to deck duties under sub-clause (b) above, will be eligible for promotion to Commander in competition with other deck officers. On reversion they will drop the (E).

(e) Officers who remain (E) specialists will continue on the general list of Executive Officers until reaching the rank of Commander (E).

Commanders (E), Captains (E) and Rear-Admirals (E) will be shown on separate lists, separate establishments being ultimately instituted for officers of these ranks. Promotion to these ranks will be carried out by selection in a corresponding manner to that in force for other Commanders, Captains and Rear-Admirals, promotion zones being the same. A qualifying period of service in sea-going ships will be required. The number of promotions of Lieutenant Commanders (E) to Commanders (E) will be at least as great proportionately as that accorded to other Lieutenant Commanders.

NOTE.—The question of the number of Captains (E) (including Engineer-Captains) and Rear-Admirals (E) (including Engineer Rear-Admirals) to be allowed in the Establishment is under consideration.

7. Officers appointed to specialise in engineering prior to the 24th December 1918 who have accepted the application to themselves of the above conditions will come under Sub-Clause (b) of Clause 6 if they were Lieutenants of one year's watchkeeping experience when selected to specialise. Officers who were Lieutenants or Acting Lieutenants of less than one year's watchkeeping experience and those who were Sub-Lieutenants at the time of specialisation will come under Sub-Clause (a) of Clause 6.

8. Officers appointed to specialise in engineering prior to the 24th December 1918 and who did not accept the conditions laid down in Clause 6 come under the following conditions :—

(a) These officers will not be entitled to receive engineering appointments continuously, but will have to take their turn in deck appointments and during such periods will receive pay at the rates laid down for executive officers. They will be judged for promotion to Commander and Captain in competition with deck officers generally, i.e., their position will be similar to that of a navigating officer.

(b) Lieutenants (E) who qualify for Lieutenant (E†) will devote themselves to engineering with a view to qualifying for the higher technical and administrative engineering appointments at the Admiralty and in the Dockyards.

(c) In special circumstances Lieutenants (E†) may be permitted to drop engineering and to revert to deck duties on promotion to Commander.

9. All Commanders (E†) will be eligible to serve in an engineering capacity at sea, and in special engineering appointments on shore. They will be eligible for promotion by selection to Captain (E†) and higher rank.

(C.W. 3668/20.)

**326a. Submarine Service.**—Junior officers for the Submarine service will be selected from Sub-Lieutenants and junior Lieutenants who volunteer.

2. Applications to specialise in Submarines should be accompanied by a certificate from the medical officer of the candidate's ship stating that he is physically fit for such service. The applications should be forwarded to the Admiralty through the usual official channels, duplicate copy being sent to the Rear-Admiral (S). Sub-Lieutenants who have not obtained their Watchkeeping certificates prior to joining the Submarine service may obtain them in that service.

3. A larger proportion of junior officers is required in the Submarine service than of more senior Lieutenants and Lieutenant Commanders. In consequence, the appointments of junior officers to Submarines will be for 3 years in the first instance, after which they will return either temporarily or permanently to the general service. Before returning to general service the officers will be eligible to volunteer to specialise in Submarines, Gunnery, Torpedo, Navigation, &c. Those who volunteer and are selected for Submarines will be definitely earmarked for that service, and after one year in the general service will return to the Submarine service, and from that time will be regarded as Specialists in that service and will only revert to the general service under the same conditions as other specialists, viz., in consequence of promotion, at own request, for unsuitability, medical unfitness, misconduct, or lack of suitable submarine appointment owing to age and seniority.

4. On attaining about 8 years' seniority as Lieutenants, Submarine specialists will be sent to seagoing ships for general service experience for a period of approximately 2 years, afterwards returning to the Submarine service.

5. Submarine specialists will receive equal consideration with other specialists in regard to promotion.

6. Service in Submarines in the junior ranks provides excellent training for officers who ultimately desire to specialise and is a good preparation for service in destroyers on return to the general service.

7. Allowances are payable for service in Submarines on the scale laid down in Art. 1372.

(C.W. 1985/22.)

**327a. Prizes in Naval History.**—Medals and prizes for proficiency in Naval History will be offered for competition annually among Lieutenants of not more than five years' seniority, as specified in Appendix X., Part IIc.

2. After passing for the rank of Lieutenant, Officers are to be afforded every facility for pursuing voluntarily a systematic course of study.

3. The receipt by an officer of a prize or certificate in this subject will be noted in his favour in the official records and will be taken into account if he applies to qualify for the War Staff.

(C.W. 8875/12.)

**328. Midshipmen and Acting Sub-Lieutenants.—Training afloat.**

1. } Cancelled.
2. }

3. The general system to be followed in the instruction of Midshipmen and Acting Sub-Lieutenants is indicated in Appendix X., Part I. In regard to details, however, the Commanding Officer is to exercise his discretion in directing the work of the Officers, the object being to secure that the training afloat, with the finishing courses at Portsmouth, will render the Officer qualified to perform satisfactorily all the duties which may be required at sea of a Sub-Lieutenant of Lieutenant, having a competent practical knowledge not only of Seamanship and the general duties of an Officer, but also of gunnery, torpedo, engineering, and navigation.

(C.W. 8774/12.)

\* \* \* \* \*

329.—Cancelled.



## SECTION III. MEDICAL BRANCH.

**332. Course for Surgeon Lieutenant-Commanders.**—The examination for Surgeon-Commander will be preceded by a five months' course of instruction, as detailed in Appendix X., Part VII., which is to be taken when a Surgeon Lieutenant-Commander has between two and six years' seniority. The courses will take place twice a year. (C.W. 20503/20.)

**333. Post Graduate Course.**—Medical Officers will be allowed to undergo a post-graduate course of three months' duration if the exigencies of the Service permit. During this course the medical officers will be borne on ships' books for full pay. They will be accommodated at the Royal Naval College, Greenwich, and will be under the general control of the President. They will come under the ordinary regulations (Chapter XL.) in respect of travelling expenses to and from the College; the fees for each course, not exceeding 25*l.*, will be paid by the Admiralty on the production of vouchers at the end of the course. Medical officers will be required to produce separate certificates of efficient attendance.

2. This course is designed to afford medical officers the opportunity of refreshing their general knowledge of surgery and medicine, and of making themselves familiar with modern improvements. There will not be any fixed syllabus of instruction or examination, but arrangements will be made by the medical officer in charge of studies at Greenwich to meet individual requirements, and a report will be made by this officer to the Medical Director-General at the close of the course. (C.W. 14884/20.)

**333a. Course for Diploma of Public Health.**—When the exigencies of the service permit, medical officers will be allowed to undergo such courses as are necessary for the purpose of obtaining the Diploma of Public Health in lieu of the post-graduate course referred to in Article 333, and while so doing will be borne on ships' books for full pay. Lodging, provision and servants' allowances at the usual rates will be payable if service accommodation, victualling, and the services or partial services of a servant borne at the public expense are not available. Officers studying in London will be accommodated at the Royal Naval College, Greenwich, and will be under the general control of the President in the same manner as officers undergoing the post-graduate course. Fees will be payable under the conditions laid down in Article 333. (C.W. 14884/20.)

## SECTION IV. ACCOUNTANT BRANCH.

**335. Course for Secretaries.**—Two courses a year will be held at the Old War College, Portsmouth, for Officers of the Accountant Branch who wish to qualify for Secretary or who desire to extend their knowledge in the subjects comprised in the curriculum.

Officers qualifying will be considered as having a prior claim to appointment as Secretary.

The syllabus (which will be liable to modification as experience is gained) will include the following subjects:—

- (a) Functions of the Secretariat; business procedure of a Staff; organisation of Staff work.
- (b) Office organisation, including registering, indexing and filing.\*
- (c) Naval Law; Military Law; Air Force Law; Criminal Law; Elements of Commercial Law.
- (d) Procedure as regards Courts Martial and Naval Courts.
- (e) International Law, especially as modified by the War.
- (f) Prize Court Law.
- (g) Merchant Shipping Act.
- (h) Cyphering and decyphering.
- (i) Care of confidential books and documents.

Applications to attend the course, which will last four months, should be forwarded to the Admiralty through the usual channels, and selections will be made from time to time as Officers become available. Candidates for this course must have passed the qualifying examination for the rank of Paymaster Lieutenant-Commander.

Officers selected will be appointed to H.M.S. "Victory."

(C.W. 8224/22.)

**335a. Courses in Victualling and Cookery.**—The following courses are held periodically for the instruction of Accountant Officers :—

*Part I.*

(i) Inspection of freshly killed and frozen meat, detection of diseases, methods of slaughtering, &c.

(ii) Methods of examination and storage of provisions, clothing, mess traps and other victualling stores at the Victualling Yards.

Part I. occupies a period of four weeks and is carried out (i) at the Meat Market at Smithfield, a certificate being awarded by the Medical Officer of Health for the City of London to officers who qualify at an examination held at the end of the course.

(ii) Is given at the Royal Victoria Yard, Deptford, and a written examination is held at the completion of the course.

*Part II.*

**Practical instruction in Cookery.**

This course occupies four weeks and is held at the National Training School of Cookery in London. A certificate is awarded to officers passing this course.

Officers appointed to the above courses are borne on the books of H.M.S. "President."

(C.W. 14867/22.)

**SECTION V.—WARRANT OFFICERS.**

**336. Training as Officer of the Watch.**—In order to give junior Warrant Officers an opportunity of acquiring practical experience in their duties they will be sent to large ships, whenever possible, before appointment to torpedo boat destroyers or other small craft. While so serving, all Gunners, Gunners (T), and Boatswains under six years' seniority are to keep watch at sea on the bridge under the Officer of the Watch, who is to consider their instruction and training an important part of his duties.

2. Commanders-in-Chief and Senior Officers of Squadrons will be responsible for ensuring that the warrant officers concerned duly receive the training referred to above.

(C.W. 14867/22.)

**336a. Qualification for Navigation and for Command.**—Confirmed Boatswains who have passed successfully through the course at the seamanship school (see Appendix X., Part XII.A.), will be regarded as qualified for appointment for coastal navigating duties. The P.N. qualification will be allowed to die out.

2. Boatswains now on the list who pass the advanced seamanship examination will not be regarded as qualified in navigation without going through the seamanship school course.

3. Gunners and Gunners (T) will be considered eligible for appointment in command provided they have passed in Navigation I., II. and III. as laid down in the Higher Educational Test and can produce a certificate of full normal vision from the Medical Officer of the ship in which they are serving, as required of candidates for navigating duties under Article 323, clause 2. Boatswains will be so eligible on passing in Navigation III., the standard in Navigation I. and II. having been attained by them at the seamanship school.

4. Officers holding the present P.N. qualification will be considered for purposes of command as having passed in Navigation I. and II. and Officers who have already passed the educational test specified in Appendix X., Part XII., will be allowed to take the navigation course at the seamanship school, so far as the requirements of the Service permit, with a view to their obtaining the equivalent to the P.N. qualification and counting it in lieu of Navigation I. and II.

5. Officers who pass in Navigation III. before attaining commissioned Warrant rank will be required to pass again in this subject after promotion to Commissioned Warrant rank in order to qualify for promotion to Lieutenant.

6. Existing appointments for navigating duties will not be affected, and officers holding the present P.N. qualification may be appointed for navigating duties until there is a sufficient number of qualified Boatswains available under these regulations.

7. Warrant Officers who have qualified in navigation will be required to go through a requalifying course at intervals of not more than five years.

8. Warrant Officers who have qualified or requalified at the navigation school since it was established in 1903 will generally be held to have requalified if they have served in appointments for navigating duties or in command of small vessels, and thereafter it will not be necessary for them to requalify until five years have elapsed since the termination of such appointments. Each officer's application will, however, be considered on its merits by the Captain of the navigation school.

*See 336 (Training of junior Warrant Officers as Officers of the Watch at Sea).  
(C.W. 14867/22.)*

**337. Qualifying Courses for rank of Gunner, Gunner (T) and Boatswain.**—Candidates who have complied with the provisions of Article 301 will undergo courses of instruction in gunnery and torpedo as laid down in the Gunnery Training Manual and the Torpedo Training Manual. These will comprise :—

- (a) A school course.
- (b) A gunnery course.
- (c) A torpedo course.

Candidates for Boatswain will afterwards undergo a seamanship course at the seamanship school.

**2. Advanced Course to qualify as Gunnert.**—At the conclusion of the ordinary qualifying courses for the rank of Gunner, the names of the most promising men will be noted with a view to selection for an advanced course to qualify as Gunnert when vacancies in the establishment of Gunnert occur. Such an advanced course will not be commenced unless it is known that vacancies on the Gunnert List are about to occur.

2a. Candidates will not be placed on this selection list until they have passed all their examinations and are in all respects eligible for promotion to the rank of Gunner.

(a) Petty Officers of one year's service will be immediately placed on the selection list.

(b) Petty Officers of less than one year's service will be sent to sea to complete one year's service as Petty Officer, and will then be placed on this selection list.

(c) Leading Seamen will be sent to sea as Acting Petty Officers and on completion of one year's service in the Acting rating, and on being confirmed, will be placed on the selection list.

2b. Candidates selected must pass an eyesight test (standard 6/6 Snellen) before commencing an advanced course.

2c. On completion of the advanced course those candidates who are successful will be promoted to Acting Gunner as vacancies occur, irrespective of their position on the promotion roster.

2d. If a candidate on the selection list is promoted before an Advanced Course commences, he will still be eligible for selection for this course provided he is suitable as regards age and his record is satisfactory.

2e. Warrant Officers who have passed the advanced course will be distinguished in the Navy List by the symbol.†

2f. Non-commissioned Officers, Royal Marines, qualifying for Royal Marine Gunner, will also be eligible for selection for the advanced course to qualify for Royal Marine Gunner.†

**3. Gunnert and Gunnert (T).**—Other qualified candidates for Gunner or Gunnert (T) are to be sent to sea, the Leading Seamen being given the rating of Acting Petty Officer in time to ensure their having served in that capacity for a year before their turn for promotion is expected to arrive; they are also to be given the acting rating of Gunner's Mate or Torpedo Gunner's Mate if not already held by them.  
(C.W. 22485/20.)

**4. Boatswains.**—At the conclusion of the gunnery and torpedo courses candidates for Boatswain will be sent to the seamanship school to qualify in seamanship and navigation. After finally passing for Warrant rank they will be sent to sea, Leading Seamen being given the rating of Acting Petty Officer in time to

ensure their having served in that capacity for a year before their turn for promotion is expected to arrive.

5. Leading Seamen given the rating of Acting Petty Officer are to be confirmed as Petty Officer at the expiration of 12 months if recommended in all respects for warrant rank. If not so recommended or if found unsuitable for warrant rank at any time before the expiration of 12 months, they are to revert to Leading Seamen, being eligible for subsequent advancement to Petty Officer in the ordinary course.

6. **Requalification.**—All Gunners, Torpedo Gunners, and Boatswains will be required to re-qualify in both gunnery and torpedo as laid down in the Gunnery and Torpedo Training Manuals. (C.W. 6384/20.)

338. **Course for Warrant Telegraphist.**—Candidates for Warrant Telegraphist must undergo a course of instruction and examination held at the Signal School, Portsmouth. The candidates will be selected from a roster of those who are eligible under the conditions in Articles 300 and 304. The names of eligible men recommended for the course are to be forwarded to the Captain of the Signal School, Portsmouth, together with copies of their service certificates, wireless telegraphy history sheets and any previous recommendations. (C.W. 15410/19.)

338a. **Course for Warrant Ordnance Officer.**—Candidates for Warrant Ordnance Officer must undergo the course of instruction laid down in the Gunnery Training Manual. They will be selected by the Captain of the "Excellent" from a roster of those who are eligible under the conditions in Articles 300 and 311. (N. 53182/18. C.W. 52870/18.)

339. **Shipwright Officers' knowledge of Fittings.**—The officer appointed to the ship in charge of Shipwright's duties is to be examined to ascertain if he has a thoroughly competent knowledge of such details of the ship as are placed in his charge, such as the construction of the ship, watertight doors, hatches, sluices, the system of flooding and ventilating, and the pumping arrangements.

2. If he is appointed to the ship while she is building, the examination is to be held before the ship is commissioned, or on first arrival at a dockyard if the ship was built by contractors. Otherwise the examination is to be held within six months from the date of joining.

3. Whenever possible the examination is to be conducted by dockyard officers whether at home or abroad, but when no opportunity for this occurs the fact is to be reported to the Commander-in-Chief, or Senior Officer, who will issue directions for the Commissioned or Warrant Shipwright of the senior ship, assisted by another Commissioned or Warrant Shipwright, to examine the officer in the presence of his Captain or some other officer not below the rank of Lieutenant.

4. On passing the examination he will be granted a certificate on Form S.451a. (E.F.O./N.S. 13913/20.)

339a. **Victualling and Meat Courses.**—Courses are held periodically at the Royal Clarence Yard, Gosport, for the instruction of Acting Warrant Supply Officers in the inspection, &c., of freshly killed and frozen meat, &c., and in the methods of examination and storage of provisions, clothing, mess traps and other victualling stores, and in breadmaking.

The course lasts about four weeks and an examination is held at its close. (See 315 (2).)

Officers appointed for these courses are borne on the books of H.M.S. "Victory." (C.W. 14867/22.)

339b. **Cookery Course.**—Courses are held periodically at the National Training School of Cookery in London for the periodical instruction in cookery of Acting Warrant Instructors in Cookery.

The course occupies eight weeks and an examination is held at its close.

Officers appointed for these courses are borne on the books of H.M.S. "President." (See 316 (2).) (C.W. 14867/22.)

## SECTION VA. COURSES GENERALLY.

**339c. Time.**—Flag Officers attending Senior Officers' Courses will count their time as half-pay time. Other Officers attending courses of instruction will count their time as full-pay time, provided that they satisfactorily complete the course, and, in cases where a qualifying standard is prescribed, that they qualify within the prescribed period.

In the event of an officer,—

(i) failing to qualify or to reach a satisfactory standard within the prescribed period,

(ii) leaving of his own accord before the completion of the course,

(iii) being removed for misconduct or inefficiency,

the Admiralty may direct that the time spent under instruction is to be counted only as half-pay time. A special report as to the circumstances is to be forwarded to the Admiralty in each case with a view to a decision being given.

The cases of officers leaving on account of illness will be specially considered.

(C.W. 11601/21.)

## SECTION VI. INTERPRETERS AND FOREIGN LANGUAGES.

**340. Study Abroad.**—Naval and Marine officers of or below the actual or relative rank of Commander, who are desirous of qualifying for Interpreter in any of the languages mentioned in Article 341, clause 3, and officers holding the actual rank of Captain may, with the permission of the Admiralty, proceed to the Continent on full pay, for the period specified in clause 6, for the purpose of studying the language selected, of which they will be required to possess an adequate preliminary knowledge (*see* clause 5).

(C.W. 397/22.)

\* \* \* \* \*

**3. Pay and Time.**—Full pay and time will be allowed for the period of study abroad, but no allowance of any kind in the nature of pay or otherwise will be given with the exception of specialist allowance to Lieutenants and Lieutenant Commanders, who have qualified as specialists. These officers will draw their specialist allowance continuously.

(N.P. II. 4562/20.)

\* \* \* \* \*

**4a. Preliminary knowledge.**—Before selection for study abroad Officers will be required—

(i) to satisfy the Civil Service Commissioners that they possess an adequate preliminary knowledge of the language selected; or

(ii) if they have studied the language at the Royal Naval College, Greenwich, to obtain a certificate to the same effect from the authorities of the College; or

(iii) to have obtained a certificate of merit in the language at the annual examination in foreign languages (*see* Art. 345).

**5. Scheme of Study.**—Before proceeding abroad, candidates will be required to submit a scheme of study, stating where they intend to reside, and what facilities the place of residence affords for the study of the language. In arranging for study abroad officers should bear in mind the dates at which the passing examinations for the grade of Interpreter are held by the Civil Service Commissioners. Candidates will be expected, as far as possible, to present themselves for the preliminary test before the Civil Service Commissioners at the times when the quarterly examination for the grade of Interpreter is held.

**6. Gratuities.**—To meet the outlay to which officers may be put by residence abroad, gratuities according to the following scale will be paid to those who succeed in qualifying. These gratuities will be payable only to those definitely

appointed for study abroad on full pay, and who complete the periods specified in the table or a substantial proportion thereof :—

LANGUAGE.	DURATION OF RESIDENCE ABROAD.		GRATUITY ON QUALIFYING.	
	For Higher Standard (Interpreter).	For Lower Standard (Acting Interpreter).	Higher Standard (Interpreter).	Lower Standard (Acting Interpreter).
	Months.	Months.	£	£
Japanese - - - -	24	12	200*	100*
Russian - - - -	9	6	150	75
Turkish - - - -				
German - - - -				
Dutch - - - -	6	4	70	35
Danish - - - -				
Swedish - - - -				
Norwegian - - - -				
Modern Greek - - - -	4	3	50	25
Roumanian - - - -				
French - - - -				
Italian - - - -				
Spanish - - - -				
Portugese - - - -				

\* The gratuity of 200*l.* is to be paid only to those officers who study in Japan for two years, and pass the Higher Standard examination, the gratuity for those who study for one year only being 100*l.* The 100*l.* gratuity is to be paid in instalments of 50*l.* at the end of the first and second six months respectively. Before an officer receives the second instalment of 50*l.* at the end of one year's study he will be required to pass an examination (see Appendix X., Part XI.), and, if he fail he will be required to refund the instalment of 50*l.* paid at the end of the first six months; the additional 100*l.* for those who remain for two years is to be paid on finally passing for the Higher Standard.  
(C.W. 9772/22.)

\* \* \* \* \*

8. **Qualification without study abroad.**—In addition to the number allowed to study abroad the Admiralty may permit a certain number (not exceeding thirty in any one year) to take lessons in a foreign language in their own time with a view to qualifying as Interpreters in the languages specified for Officers studying abroad. On qualification gratuities will be paid, according to the standard attained, on the same scale as for Officers who qualify after study abroad.

Officers who qualify under the foregoing conditions will be eligible for appointment as Interpreters or Acting Interpreters under the same regulations as to employment and pay as those applicable to Officers who qualify after study abroad.

No Officer will be eligible to receive any payment under this Clause who does not obtain the sanction of the Admiralty before commencing his studies.

(C.W. 8216/14.)

9. **Refund if Retired within 3 Years.**—Should an officer, who has qualified for Interpreter under the above conditions, be permitted to retire, resign, or withdraw, within three years from the date of passing for Interpreter, he will be required to refund (a) the excess of full pay (plus specialist allowance, if any) received by him over his half-pay, and (b) the gratuity awarded on passing, or such proportion of both amounts as the Admiralty may decide.

An Officer permitted to study Chinese or Japanese may also, at the discretion of the Admiralty, be required to refund all passage expenses and the special allowances for lodging and provisions.

(N.P.I. 4562/20.)

341. **Examination for Interpreter.**—Naval and Marine officers of or below the actual or relative rank of Commander who are desirous of qualifying for

Interpreter, may offer themselves as candidates for examination (*see* Appendix X., Part X.).

(C.W. 397/22.)

\* \* \* \* \*

**3. Allowances.**—Officers who pass successfully will be eligible for employment as Interpreters or Acting Interpreters, according to the standard reached by them. When appointed, service as Interpreters will be added to their other duties as officers of the ship, and they will receive additional pay as shown in the following tables :—

Language.	Additional pay while employed.	
	As Interpreter, per diem.	As Acting Interpreter, per diem.
Japanese - - - - -	s. d. 2 6	s. d.
Chinese - - - - -		
Russian - - - - -		
Turkish - - - - -		
German - - - - -		
Dutch - - - - -	2 0	1 0
Danish - - - - -		
Swedish - - - - -		
Norwegian - - - - -		
Modern Greek - - - - -		
Roumanian - - - - -	1 6	
French - - - - -		
Italian - - - - -		
Spanish - - - - -		
Portuguese - - - - -		

Officers appointed as Interpreters or Acting Interpreters will receive this additional pay concurrently with any other allowances attaching to their appointment, *e.g.*, senior, gunnery, torpedo or navigating allowances to Lieutenants.

(C.W. 5386/21.)

\* \* \* \* \*

**342. Interpreters' Appointments.**—Officers of and below the actual or relative rank of Commander who are qualified in the languages commonly spoken within the command may be appointed as Interpreters to flagships and to such other ships as the Admiralty may direct. Officers of the actual or relative rank of Captain, R.N., are not eligible for such appointment.

In any case in which it is considered necessary by the Captain that a duly qualified officer serving on board should be appointed as Interpreter or as Acting Interpreter, a representation to that effect should be made through the Commander-in-Chief to the Admiralty.

An Interpreter qualified in French or German will be allowed in each ship carrying Midshipmen.

(C.W. 575/23.)

\* \* \* \* \*

**343. Japanese Language.**—The following special arrangements have been laid down as regards the Japanese language.

2. A limited number of officers, who volunteer for the purpose, will from time to time be sent to Japan, to acquire a knowledge of the language and people. Officers volunteering for study of Japanese should notify the Admiralty to that effect as early as possible. Before an officer will be eligible for selection to proceed to Japan, he will be required to pass a preliminary examination in the language, for which he will be expected to work up in his own time. Officers serving on the China Station should be particularly encouraged to acquire a knowledge of Japanese. Application to undergo the preliminary examination should, if the candidate is serving on the China Station, be made through the usual channels to the Commander-in-Chief, who will arrange for the examination to be conducted. Officers serving elsewhere should apply in the usual way to the Secretary of the

Admiralty. The syllabus of the preliminary examination is contained in Appendix X., Part XI. It is designed to test the industry and linguistic ability of the candidate and to ascertain whether his knowledge of the language is sufficient to enable him to start living in Japan among Japanese who know no English.

3. If the results of the examination are satisfactory the candidate's name will be noted at the Admiralty as suitable to be sent to Japan as a language officer, and as vacancies occur officers so noted will be sent to reside in Japan on leave for one year, counting from the date of arrival in the country, in the first instance. At the end of that period they will be required to submit themselves for examination (*see* Appendix X., Part XI.) and, if the result is satisfactory, may be granted an extension of leave for one year under the same conditions. At the end of the second year they will be required to take a second examination (*see* Appendix X., Part XI.). Officers who pass the examination at the end of the first year will be classed as Interpreters, lower standard; those who pass the examination at the end of the second year will be classed as Interpreters, higher standard.

4. A special consolidated allowance in addition to full pay is issued to officers whilst studying in Japan. Lieutenants and Lieutenant-Commanders qualified as specialists will also receive their specialist allowance continuously.

5. Officers serving on the China Station may be sent direct to Japan on their ship returning to England or recommissioning.

Officers granted permission to proceed from England to Japan for study will be sent out in one of H.M. Ships or by packet, at the discretion of the Admiralty, and will be allowed full pay from the date of appointment, provided there is no abnormal delay in embarking.

6. Passage to England will be provided, if necessary, for officers who complete a term of study in Japan, but they are to be prepared to be appointed to any ship without returning to England.

7. Should any officer fail to make good use of the opportunities afforded him or be considered in any way unsatisfactory, he will be recalled from Japan and sent to a ship on the China Station.

8. All officers are to have with them the uniform, including white uniform, required when serving in a ship on the China Station.

9. Whilst residing in the country, officers will be borne on the books of the China Station Flagship and will be under the orders of the Commander-in-Chief, China. All official communications are to be submitted to the Commander-in-Chief through the Naval Attaché, Tokyo. Officers are to report their arrival in Japan to the Naval Attaché, who will inform the Commander-in-Chief, China. They are also, as soon as possible, to submit a report of the arrangements they succeed in making for accommodation and instruction, stating what facilities the place of residence affords for the study of the language. Officers are to be prepared to assist the Naval Attaché if called upon. The Naval Attaché will not, however, employ them to the prejudice of their studies, except in an emergency, and in any case he will inform the Commander-in-Chief, China, of any action he may take in this respect. They will respect the wishes of the Ambassador, should such be conveyed to them.

10. The privilege of studying in Japan will not be granted to any officer more than once, except when requalifying for interpreter.

11. For particulars as to gratuities, appointments, &c., *see* 340, clauses 6 to 9, 341, clause 3, and 342.

12. **Refresher Course.**—In order that Interpreters in Japanese may have an opportunity of maintaining their knowledge of the language, officers so qualified may be allowed to proceed to Japan for short periods of study, varying according to the interval that has elapsed since qualification or termination of last appointment as interpreter, and based on the following scale:—

- (a) Six weeks' residence in Japan for every year not on the China Station
- (b) Three weeks for every year on the China Station.
- (c) Fractions of a year in the same proportion.

While going through these courses officers will receive full pay, together with a special consolidated allowance



On the termination of the course, officers will undergo a test with the object of ascertaining that they have made adequate use of their time and are capable of performing efficiently the duties of an interpreter.

Officers serving on the China Station will be detailed to undergo the course by the Commander-in-Chief.

As a general rule no officer will be permitted to go through a course under these conditions unless the interval since the qualification or termination of last appointment as Interpreter is at least two years. (C.W. 9772/22.)

**345. Prizes in Foreign Languages.**—Medals and prizes for proficiency in foreign languages will be offered for competition annually among Officers of the rank or relative rank of Lieutenant of not more than five years' seniority, as specified in Appendix X., Part II.

Officers are to be afforded every facility for pursuing voluntarily a systematic course of study. (C.W. 8875/12.)

#### ARTICLE 346.

\* \* \* \* \*

8. *Cancelled.*

(C.W. 15007/16.)

### CHAPTER VIII.

#### MEN AND BOYS:—ENTRY, QUALIFICATION, AND INSTRUCTION.

##### SECTION I. MEDICAL EXAMINATION AND INSPECTION.

**351. Medical Examination.**—All men and boys on first entry, whether for continuous, non-continuous, or special service, are to be medically examined under the direction of the Captain, as laid down in Article 1312 and in the "Recruiting Instructions."

All men and boys are to be similarly examined on re-engaging without a break in service or on re-entry from Shore.

2. Men who apply to re-engage to complete time for pension, but who are refused re-engagement on medical grounds, are to be brought before a Board of Medical Survey with a view to the cause of their discharge being shown as "Invalided."

(N. 1087/23.)

##### SECTION II. RAISING AND ENTERING.

#### ARTICLE 354.

\* \* \* \* \*

2. To safeguard the documents of candidates for entry and facilitate the return to the men and boys concerned of private papers (e.g., references, characters, apprenticeship indentures, &c.) handed in by them on entering or volunteering to enter the Service, the following procedure for the disposal of papers is to be adopted in all H.M. Ships and Establishments in which men and boys are entered from the Shore:—

(a) *For Ratings finally entered.*—All official documents connected with these ratings, except the Naval Reserve Certificates of men entered from the Royal Naval Reserve (see Clause 4), are to be forwarded to the Admiralty with the entry papers. A record of the questions put, and the answers thereto, in addition to those recorded on the engagement form S.55, S.56, or S.56a as the case may be, must, however, be kept by the Captain or Receiving Officer for future reference, together with the signatures of at least two witnesses to the answers given, in order that evidence may be forthcoming if a man should be proceeded against for making false statements.\*

All private papers are to be handed back on final entry to the men or boys concerned, a list of these, together with the rating's receipt for the same, being attached to the engagement form.

\* NOTE.—(As in 1913 edition)

(b) *For rejected Candidates.*—All private papers are to be returned to the candidate concerned on rejection, a list of those returned, together with the candidate's receipt for the same, being placed with the provisional entry papers. If the candidate has been detained in any of H.M. Ships and Establishments for more than 24 hours the provisional entry papers are to be forwarded to the Admiralty as soon as possible after the candidate's rejection, with a covering document clearly indicating their nature. For other rejected candidates, the provisional entry papers should be retained in H.M. Ships or Establishments for a period of 12 months.

\_\_\_\_\_|\_\_\_\_\_| Recruiting Officers are to keep a record of all private papers forwarded with candidates for entry.

(N.L. 3598/23.)

\* \* \* \* \*

**355. Date of Birth.**—The date of birth given by a man or boy on entering the Service, whether this be the true date or not, is to be adhered to for all official purposes other than Marriage Allowance, in connection with the award of which the true date of birth only is to be accepted. When it is considered that the wrong date of birth has been recorded on the service certificate of a man or boy through no fault of his own (*e.g.*, through a clerical error) the circumstances may be reported to the Admiralty for special consideration.

2. To ensure that, as far as possible, the actual date of birth of every man or boy is recorded, Recruiting Officers and others authorised to raise recruits will obtain and forward to the Final Entry Establishment the Birth Certificate, when available, of each man or boy recruited. For Scottish candidates, an extract entry of birth (delivered *gratis* to the parent at the time of registration), and for Irish candidates a Baptismal Certificate duly signed by a priest, may be accepted in lieu of a Birth Certificate.

3. When it is impossible to obtain a certificate, the recruiting or other officer responsible for raising the recruit will apply officially in writing to the Registrar General, General Register Office, Somerset House, London, W.C. 2, New Register House, Edinburgh, or Charlemont House, Dublin, according to the place of birth of the candidate, when information as to the correct age will be furnished free of charge. Personal applications should not be made.

4. Where the required particulars cannot be obtained (*e.g.*, men born out of the United Kingdom, men of illegitimate parentage, &c.), the candidate's papers are to be referred to the Director of Naval Recruiting for decision as to entry.

5. Recruits, if otherwise eligible, are to be sent to the final entry establishment without waiting for the required particulars as to age, but should not be finally entered until these are available, or until the authority of the Director of Naval Recruiting is obtained for their entry without verification of age.

6. No man or boy received in a final entry establishment is entitled to pay until finally entered. On final entry, pay should be credited from the date on which the man or boy was received in the final entry establishment, or for marines from the date of attestation.

7. Candidates for entry who are found to be ineligible by age and to have attempted to enter by giving a false age, are to be discharged without any pay for the period spent in the final entry establishment before final rejection.

8. **Re-entries.**—The procedure outlined in this Article is not necessary for re-entries.

(N. 15803/20.)

**355a. Name.**—No alteration is to be made in the name of a man or boy as recorded on his Service Certificate, without prior Admiralty authority.

2. A man, entered under an assumed name, who wishes his services to be recorded under his true name, is to be required to produce a certificate of birth, together with documentary evidence from some responsible person that he is the individual named therein, and these documents are to be forwarded to the Admiralty with the application for change of name.

(N.P.II./1230/20.)

**356. Maltese, Foreigners and Men of Colour.**—Only men and boys who are the sons of British-born subjects are to be entered or re-entered in any branch of the Naval Service. Persons born out of His Majesty's Dominions are only to be entered if proof (attested by documentary evidence to be attached to the candidate's entry papers) is produced that both parents are or were British-born subjects.

2. Men, however, who are themselves British subjects may be entered or re-entered as Officers' Stewards and Cooks under Non-Continuous Service engagements on the Africa, East Indies, and China Stations, irrespective of their parents' nationality.

(N. 2147/23.)

3. Entry or re-entry of Maltese ratings is to be confined to the Mediterranean Station.

4. No foreigner already in the Service who was entered after the 24th April, 1900, is eligible for a pension.

5. Men of colour, even if British subjects, have no claim to count their time towards pension unless they entered the Service before 1st January, 1904. Those entered on or after this date may only count their time towards pension when the circumstances are so exceptional as to warrant the grant of a pension under the special sanction of the Admiralty. This sanction is to be obtained through the Commander-in-Chief before the man is entered.

(N./C.II/486/23.)

#### ARTICLE 358.

\* \* \* \* \*

9. As a convenience to the Service and in order not to lose touch with men of good character and ability, all Officers' Stewards and Cooks (except Pensioners, Maltese, Foreigners and Men of Colour) who are discharged from His Majesty's Ships after having served continuously for not less than six months in such ships (or on return cured from hospital or sick quarters after invaliding from abroad) may, if they desire it and are recommended by their Commanding Officers, be borne on the books of the Dépôt for a limited period as disposable for further service in the Royal Navy.

(N.P. 2033/12.) \*

\* \* \* \* \*

10. Officers in receipt of an allowance in lieu of servants who employ a man with previous service as an Officers' Steward or Cook in the Royal Navy are to report to the Accountant-General of the Navy the dates of the commencement and cessation of such employment as they occur. The man's full name, his rating and Official Number, and the name of his last ship are to be quoted, and if discharged for misconduct, the fact is to be stated. (See 829 and 1943, clause 11.)

(N.P. 2478/12.)

**359. Officers' Stewards and Cooks, Age for Rating.**—The Commander-in-Chief's approval of the entry of an Officers' Steward or Cook from the shore under the preceding Article will, as a rule, only be given when the candidate for entry is over 18 years of age. If it is specially desired to enter a person under 18 the exceptional circumstances are to be fully submitted, and if the Commander-in-Chief approved the entry, the person entered is to be rated Boy Servant, and paid at the rate of 1s. a day until he attains the age of 18. The first entry of persons who have attained the age of 30 will only be permitted for special reasons and with prior Admiralty sanction. See 1433 (*Natives entered to fill Naval Ratings*),

(N. 2007/20.)

\* \* \* \* \*

**360. Port Divisions of \_\_\_\_\_ Men.**—All men entered from the shore \_\_\_\_\_ and boys on completing their course of instruction other than those entered for non-continuous service who are Maltese, or men of colour, or not of British parentage on both sides, are to be appropriated to one of the three naval ports, namely, Portsmouth, Devonport or Chatham, according to the locality in which they have been recruited, so far as it is consistent with the requirements of the ports. They will belong to that port division during their

service, unless for sufficient reasons they be allowed to be transferred to another on application (Form S. 1298).

Commodores of dépôts will regulate these transfers under the approval of the Commander-in-Chief.

All those men who are not eligible for appropriation to a port division are to be included in the numbers authorised for a port division so long as they are borne in a ship attached to that port division.

*See 1594, clause 5 (Annual Return of Ratings appropriated to Home Ports).*

(N. 1056/23.)

### SECTION III. CONTINUOUS, NON-CONTINUOUS AND SPECIAL SERVICE.

#### ARTICLE 363.

2. The first continuous service engagement of a man on first entry, or with previous non-continuous service, shall be for 12 years; that of a boy shall be to serve until he attains the age of 30.

The second continuous service engagement shall be to complete time for pension, provided the man has completed not less than 10 years' pensionable service, including such periods of former service in the Army or Royal Air Force as are allowed to count towards Naval pension. (*See 1943*). Otherwise a further engagement for 12 years should be executed, except as provided in Article 396, clause 5. (*See also 368*). At the time of re-engagement to complete time for pension, a man's character must not be below "good" and he must be considered by his Commanding Officer to be in all respects fit to continue in the Service.

(N.P. II./3318/23.)

3. Re-engagement after completing time for pension will only be allowed in the case of men whose retention is specially desirable, and in all such cases the special sanction of the Admiralty is to be obtained prior to re-engagement. Application for the requisite permission to re-engage is to be made sufficiently early before the expiration of time for pension to allow of information as to the decision arrived at being received before completion of time.

No man will be allowed to re-engage after completing time for pension unless he is the son of British-born subjects. A declaration of both parents' nationality is to be made on the re-engagement form, and persons born out of His Majesty's Dominions will be required to produce proof (attested by documentary evidence to be attached to the re-engagement form) that both parents are, or were, British-born subjects.

(N. 7855/22.)

364. Continuous Service.—Each man or boy who enters for continuous and general service must sign an agreement to that effect (Form S. 55), which, when completed, is to be sent to the Accountant-General, who will assign his official number, and every man or boy so entered or borne is to be distinguished in the ledger, in all pay documents and certificates, and in the conduct sheet, by the letters C.S., and the official number against his name. The date of commencement of his continuous service engagement is to be noted under the name of each boy on the ledger where he first appears for pay, but it need not be repeated on subsequent ledgers. It is important that the date should be copied on to the ledger direct from the boy's service certificate, and not from any other document.

(N.L. 4614/20.)

#### ARTICLE 365.

1a. Re-engagement.—Non-continuous service men will not be allowed to re-engage (or to transfer to continuous service in cases where provision is made for such transfer) unless they are the sons of British-born subjects. A declaration of both parents' nationality is to be made on the re-engagement form, and persons

born out of His Majesty's Dominions will be required to produce proof (attested by documentary evidence to be attached to the re-engagement form) that both parents are, or were, British-born subjects. Men, however, who are themselves British subjects may be re-engaged for non-continuous service as Officers' Stewards and Cooks on the Africa, East Indies, and China Stations, irrespective of their parents' nationality.

(N. 2147/23.)

\* \* \* \* \*

**368. Re-Entry after Invaliding.**—Men who have been invalided are not to be re-entered without a full medical report being submitted to the Admiralty for approval. Continuous Service men whose re-entry after being invalided is approved will resume and complete their original engagements, reckoning from the date they were entered into, provided they present themselves for re-entry within 12 months from the date of the Medical Survey at which they were invalided. If they do not re-enter within that period they are to execute fresh engagements on re-entry, in the same manner as men who re-enter after discharge by purchase.

(N. 4082/20.)

\* \* \* \* \*

**3. Re-entry after Discharge by Purchase.**—Should a person who has purchased his discharge before completing 12 years' continuous service be allowed to re-enter, his previous service will count in every respect as if no break in the original engagement had occurred, provided it be within five years of discharge; and such service will reckon as part of the first term of 12 years' continuous service for all purposes, unless otherwise specially provided, on the following conditions:—

(a) On re-entry, a fresh engagement must be entered into for 12 years, unless 10 years' pensionable service, including such periods of former service in the Army or Royal Air Force as are allowed to count towards Naval pension (see 1943), have been already completed, when the engagement on re-entry shall be to complete time for pension (see also 363, clause 2).

(b) On completion of the first term of 12 years' continuous service, including the service previous to discharge by purchase, a man who has executed a fresh 12 years' engagement under (a) may enter into a further engagement to complete time for pension, that executed on re-entry being cancelled.

(c) If a man declines to enter into this further engagement he will continue to serve under that which he executed on re-entry.

(N.P. II./3318/23.)

**4. Re-entry generally.**—No rating is to be re-entered after a break in service without the approval of the Commodore of the General Dépôt. (N. 17938/21)

**5. Re-entry of Pensioners.**—Men in receipt of disability pensions are not to be re-entered. Exceptional cases in which it is desired to re-enter disability pensioners are to be submitted to the Admiralty for decision.

**6. The Commanding Officers of all ships and establishments re-entering Pensioners for any duty** are to cause Form B. 220 (Candidate's Acknowledgment Form) to be completed and forwarded to the Accountant General with the men's re-engagement forms. The non-substantive rating (if any) in which a man is re-entered is to be specified on Form B. 220.

(N. 5581/23.)

#### ARTICLE 369.

\* \* \* \* \*

**2. Passage of Time-expired Men Abroad.**—Men serving on foreign stations, who have not undertaken to remain out for the ship's commission and who, upon the expiration of their engagements, decline to re-engage, and men whose time for pension is complete are to be sent home if they desire it. Whenever possible such men are to be sent home in time to admit of Foreign Service leave being taken prior to the date due for discharge.

**3. Special Service Men Abroad.**—Whenever possible, Special Service men serving on foreign stations are to be sent home in time to admit of any Foreign Service leave

due being taken prior to completion of their engagements. A notification of the names and ratings of those sent home for transfer to the Royal Fleet Reserve is to be forwarded to the Commodore of the Depot stating the ship in which passage has been provided. (See Appendix XV, Part II).

(N. 980/23.)

\* \* \* \* \*

## ARTICLE 370.

\* \* \* \* \*

2. Men on loan to the Dominion Naval Forces, who apply for re-engagement in the Royal Navy to complete time for pension before the expiration of their first Continuous Service engagement in the Royal Navy, may be allowed to re-engage subject to the conditions laid down in Article 363, and to payment of the usual pension contribution.

Men who delay their application for re-engagement until after the expiration of their Royal Naval engagement are to be treated as having been discharged from the Royal Navy, and only allowed to re-enter in the event of re-entry being open at the time in their respective ratings.

(N. 5604/23.)

## SECTION IV. TRAINING, INSTRUCTION, QUALIFICATION AND EXAMINATION.

375. Training afloat of Boys and Ordinary Seamen.—So far as possible every boy and Ordinary Seaman is to receive such continuous and systematic instruction in school, seamanship, gunnery and torpedo as will prepare him for A.B. Ordinary Seamen who have passed professionally for the higher rating and A.B.'s are to depend mainly on their own efforts till they specialise.

(N. 3260/23.)

2. Progressive Instruction.—To ensure that instruction is progressive, training afloat should commence where training in the Harbour Training Establishment ceases (see Appendix X., Part XVIII., Section 1) and reports as to their progress are to accompany boys and ordinary seamen transferred from one ship to another.

3. Regularity.—The training of boys and ordinary seamen must receive full consideration when programmes are being framed so that the minimum interference with training may be caused by drills and exercises for which individual Commanding Officers have not provided. Supervision and co-ordination of training may be delegated to the second senior officer of the squadron at the discretion of the Flag Officer commanding. Commanding Officers are to encourage the officers and petty officers of divisions, on whose zeal and capability the efficiency of boys and ordinary seamen depend, to take a keen interest in the training, advancement and welfare of the ratings under their charge. Commanding Officers are also to give their personal consideration to the setting apart of a suitable place for school, and are to arrange that as much training as possible is given while ships are in home ports for refit or leave. Duty as Bugler is not to exempt a rating from instruction in seamanship.

(N. 12111/22.)

375a. Boys.—On joining a seagoing ship for training, boys are to be formed into separate classes for instruction in seamanship, gunnery and torpedo. If practicable not more than twenty boys should be in any one class. In addition to physical drill the daily routine in each class is to include school instruction aggregating to a *minimum* of four hours a week. Six or eight hours school instruction weekly is desirable and morning school is of greatest value. The classes are to be held concurrently and are in turn to receive a month's instruction in each of the three subjects of the course, after which the process will be repeated so as to complete at least three separate periods of instruction in each subject in a year of training afloat.

2. Petty Officer Instructors.—Each of the classes is to be under the direct charge of a petty officer of suitable non-substantive rating whose duties as Instructor are not to be interfered with by any other duty. These petty officers, will be responsible, under the supervision of the Lieutenant of the Boys' Division, for the welfare, messing arrangements, regulating and general supervision of the boys under their care. If possible they should mess and sleep in the boys quarters.

**3. Extraneous employment.**—Boys under training are not as a rule to be employed as messengers, mess boys, &c., during working hours. They may be employed in their parts of the ship before 9 a.m. and after 4 p.m., but, except for general and divisional drills, action stations, coaling, &c., interference with their continuous instruction during working hours is to be reduced to a minimum, and they should be classed up as far as possible according to the Station Bill so that their routine of divisional drill and school instruction may be arranged not to coincide.

**4. Ordinary Seamen.**—Divisional Officers are to ensure that ordinary seamen who were not advanced class boys, or who are not in possession of the Educational Certificate, Part 1, attend school regularly until they have passed the educational test required for their advancement to A.B. Otherwise ordinary seamen will normally cease regular instruction on being rated.

**4a. Practical Training of Ordinary Seamen.**—Divisional Officers are to arrange that Ordinary Seamen who have passed their professional examinations for A.B. are given opportunities for gaining as wide a practical experience as possible in the various branches of a seaman's duties.

(N. 3260/23.)

**5. Individual treatment.**—Special arrangements are to be made as necessary, however, in individual cases, *e.g.*, backward ratings and those who, having been rated soon after joining their ship at sea would otherwise be at a disadvantage are to be kept in the boys' class after being rated: special encouragement and assistance are to be given to promising ratings (*see* Appendix XV., Part I., Ordinary Seamen (F)).

**6. Failure.**—Ordinary seamen who fail to pass either the educational or technical examination for advancement are to be brought before the Commanding Officer who is to investigate fully the reasons for failure:—

(a) If failure is due to lack of interest, inattention or misconduct the man is to receive additional instruction in his spare time; if his lack of effort persists and he is serving on a vessel on the 42 days annual scale of long leave the latter may be reduced to 21 days.

(b) If no Schoolmaster is borne and the Commanding Officer is satisfied that failure is not due to idleness or lack of effort the man may be rated A.B. on the result of his technical examination.

(c) Men who fail educationally and are not rated under (b) are to be re-examined after three months. Second failures are to be reported to the Flag Officer commanding the squadron with a recommendation for—

(i) Waiver of the educational test if the maximum educational capacity of the rating appears to have been reached; or

(ii) Continuance of instruction if failure is attributed to inattention or indifference.

In the latter case the rating may be transferred by exchange to another vessel if considered desirable.

(N. 12111/22.)

**376.** Capacity to command subordinates, powers of organisation and knowledge of service routine are important considerations in making recommendations for advancement to higher ratings in every branch; capacity to command subordinates is to be regarded as the primary qualification for Petty Officers of the seaman and signal branches. Technical skill in non-substantive rating is not in itself a reason for advancement in substantive rating.

**2. Ratings in Submarines, &c.**—Ratings serving in submarines and other small vessels should, subject to the exigencies of the Service, be transferred temporarily to parent or other large ships in order that they may have facilities to work up and pass for higher rating.

(N. 6924/22.)

**3. Re-entries.**—Men who re-enter after a break in service of less than five years will count their former naval service in their present rating for advancement purposes, but their seniority in rating and, if passed for higher rating before leaving the Service, their date of passing are to be adjusted to the extent of the break in service. If re-entered in a lower rating than that held on discharge, service in the higher rating will count as service in their present rating. For the purpose of

computing the period of continuous "Very Good" Conduct required for advancement under Article 378 "V.G." character during their earlier period of service is to be regarded as equivalent to "Very Good" Conduct. The latter part of a year in which "V.G.\*" is awarded will count as "V.G." time for this purpose. A recommendation in writing from the Commanding Officer of a sea-going ship in which the man has served after re-entry is necessary before the man can be advanced and should be placed with his service certificate.

(N. 4607/23.)

4. **Men Disrated.**—Ratings disrated and re-advanced to the rating held at the time of being disrated will reckon their previous service subject to the provisions of Article 382 and Appendix XV., Part I, for purposes of further advancement.

(N. 1774/23.)

5. **Acting Ratings.**—Advancements to acting substantive ratings are not to be made in vacancies of a temporary nature or such as will be filled ultimately by men appointed from the home ports or from other ships. See 1432 (*Men doing duty in Higher Rating*).

(N. 1012/23.)

6. "Acting" time is to be regarded as confirmed time for advancement purposes except—

(a) time served as Acting C.P.O. in the temporary appointments of Admiral's Coxswain, Torpedo or Submarine Coxswain and Flag Officer's Chief Steward or Chief Cook (see Appendix XV., Part I),

(b) acting time in Artificer and Artisan ratings in excess of the maximum allowed to count (see Appendix XV., Part I),

(c) where otherwise directed by the Admiralty specially.

(N. 2694/23.)

7. The regulations for advancement apply also to the Submarine Service except that vacancies in the Submarine Service for Acting Leading Stoker are filled from a special roster kept by the Rear-Admiral (S.).

(N. 3725/23.)

376a. **Advancement to Petty Officer (Seaman Class), Sailmaker, Yeoman of Signals, Petty Officer Telegraphist, and Stoker Petty Officer.**—Advancement to these ratings is to be on an "acting" basis for a minimum period of one year during which the rating is to be regarded as on probation. At the end of this probationary period the rating may, at the discretion of the Captain, be reverted to the Leading rating, confirmed as Petty Officer, or required to serve further probationary acting time.

2. Acting Petty Officers of these branches may also be ordered to revert before the expiration of the one year probationary period, but, except for misconduct, this is not to be done without the approval of the Commander-in-Chief or Senior Naval Officer, to whom the circumstances should be fully reported.

3. Acting Petty Officers of these branches reverted and subsequently re-advanced will be subject to the provisions of this Article without regard to their previous service as Acting Petty Officers.

4. A notation in the following form is to be made in the "cause of discharge" column on pages 2 and 3 of the Service Certificate of all men rated "Acting" under this Article:—"Acting—(rated by Captain)" or "Acting—(rated by Depot)." (N. 2694/23.)

377. Unless otherwise ordered by the Admiralty, e.g., for distinguished conduct, no rating is to be advanced to the next higher rating until he has passed the examinations and fulfilled the other conditions laid down in Appendix XV., Part I.

2. Articles 378 to 387 inclusive are not applicable to Royal Marines, N.C.S. Ratings, or Africans, Asiatics, &c.

(N. 6924/22.)

378. No rating is to be advanced to the next higher rating unless his conduct when he is advanced has been continuously "Very Good" (See Article 741, clause 3) for the following periods immediately preceding advancement:—

Chief Artificer -	} 2nd Class to 1st Class, 3 years.
" Mechanician -	
" Shipwright -	



Artificer -	-	-	} 4th Class and above -	} To "Chief 2nd Class," 3 years. To next higher class other than "Chief 2nd Class," 1 year.
Shipwright	-	-		
Mechanician	-	-		

Armourer's Crew to Armourer's Mate } 1 year.  
 Armourer's Mate to Armourer } (N. 1012/23.)

Joiner -	-	-	} 4th, 3rd and 2nd classes to next Petty Officer class. }	} 1 year.
Blacksmith	-	-		
Plumber	-	-		
Painter	-	-		
Cooper	-	-		

Artificer -	-	-	} 5th Class to acting 4th Class. }	} 6 months.
Shipwright	-	-		
Joiner	-	-		
Blacksmith	-	-		
Plumber	-	-		

Painter -	-	-
Cooper -	-	-

All other—  
 Petty Officer ratings - To C.P.O. rating - 3 years.  
 Leading ratings - To Petty Officer rating - 18 months.  
 "Able Seamen" ratings - To Leading rating - 1 year.

(N. 6924/22.)

## 2-6. Cancelled.

**379.** The following when fully qualified, and, in the opinion of the Captain, fit for advancement, will be advanced by the Captain to the next higher rating, irrespective of vacancies:—

Engine Room Artificer -	-	-	} 5th, 4th, 3rd and 2nd Classes and "Chief 2nd Class" to next higher class.
Electrical Artificer -	-	-	
Ordnance Artificer -	-	-	
Shipwright -	-	-	

Mechanician - - - "Chief 2nd Class" to "Chief 1st Class."

Armourer.

Armourer's Mate.

Armourer's Crew.

Joiner -	-	-	} 5th, 4th, 3rd and 2nd Classes to next higher class.
Blacksmith	-	-	
Plumber	-	-	
Painter	-	-	
Cooper	-	-	

First Writer.

Second Writer.

Third Writer.

All ratings below the equivalent rating of Able Seaman.

(N. 6924/22.)

## 2. Cancelled.

**380. Advancement by Captain to Chief Petty Officer (Seaman Class), Chief Yeoman of Signals, Chief Petty Officer Telegraphist and Chief Stoker.**—Vacancies for these ratings due to death or other cause resulting in final discharge from the Service, i.e., those vacancies which involve the reduction of a Chief Petty Officer in the total numbers borne in the Royal Navy, are to be filled by the Captain of the ship in which the vacancy occurs, provided that a suitable candidate qualified for advancement is serving on board. If there is no suitable candidate available in the ship, the Commander-in-Chief or Senior Officer is to select a candidate from the Fleet or Squadron under his command. If no suitable qualified candidate is available from those sources, application is to be made for the vacancy to be filled from the Depot roster of the port to which the ship is attached for manning purposes. This procedure does not apply to shore establishments except on foreign Stations.

2. Invaliding or other Station vacancies for Chief Petty Officer (Seaman Class) and Chief Yeoman of Signals only are to be filled in the same way on all Foreign Stations except the Mediterranean. In other invaliding or Station vacancies men may be appointed to carry on the duties of the Chief Petty Officer rating, but instead of receiving the Acting rating they are to be given the difference of pay under Article 1432.

3. Advancement by Captain to Petty Officer and Leading rate in the Seaman, Signal and Telegraphist Branches, and to Stoker Petty Officer.—Except as stated in clause 7 below, vacancies in all ships which involve the reduction of one of these ratings in the total number borne in the Royal Navy are to be filled by the Captain, who will select the qualified ratings who, in his opinion, are most deserving of advancement. This procedure does not apply to shore establishments except on foreign stations. (N. 2694/23.)

4. The same procedure is to be followed in ships under the orders of the Commander-in-Chief, Atlantic Fleet, and the Captain (A.P.) for :—

(a) Men placed on the books of the Dépôt in accordance with Article 599, clause 1.

(b) Men discharged to Dépôt with a view to their taking their pension if within 6 months of completing their engagement.

5. Whenever the Captain advances a rating in accordance with Articles 379 and 380 the Dépôt is to be informed of the advancement and whether a lower rating is required in lieu.

6. In ships commanded by officers below the rank of Commander a rating who may be advanced by the Captain under this Article may be appointed to carry on the duties of the higher rating, but his advancement will be subject to the approval of the Commander-in-Chief and will then date from the occurrence of the vacancy. If advancement is not approved by the Commander-in-Chief, difference of pay may be granted, subject to Article 1432, for the period he performs the duty of the higher rating. (N. 6924/22.)

7. Vacancies caused by the reversion (see 376a) of Acting Petty Officers rated from Dépôt Rosters (see 376a, clause 4), and reverted for other causes than misconduct, will be filled from Dépôt Rosters. (N. 2694/23.)

381. Advancement by Dépôt Rosters.—Except as provided above, advancement to Chief Petty Officer, Petty Officer and Leading ratings is regulated by Dépôt rosters. (For re-advancement after disrating for misconduct see 776, Clauses 6a-d.)

2. Special rules for the advancement of Stoker ratings are contained in Appendix XV., Part I., Nos. 37, 39, 40 and 41. (N. 6924/22.)

382. The Dépôt rosters are to be formed as shown in the following table, and, to enable a proportion of advancements to be given to specially deserving men, Early Advancement Rosters are also to be kept in the cases indicated in the third column.

Rating.	To be placed on <i>Ordinary Advancement Roster</i> according to	Whether advancements are also made from an <i>Early Advancement Roster</i> .
Seamen Petty Officers - -	} Seniority as Petty Officer -	No.
Yeoman of Signals - -		
Petty Officer Telegraphists -		
Leading Seamen - -	} Date of passing for Petty Officer.	Yes.
Leading Signalmen - -		
Leading Telegraphists - -		
Able Seamen - -	} Date of passing professionally for Leading rate.	Yes.
Signalmen - -		
Telegraphists - -		
Sailmakers - -	Seniority as Sailmaker - -	Yes.
Sailmaker's Mate - -	Seniority as Sailmaker's Mate	Yes.
Stoker Petty Officers - -	Date of passing for Chief stoker.	Yes.

Rating.	To be placed on <i>Ordinary Advancement Roster</i> according to	Whether advancements are also made from an <i>Early Advancement Roster</i> .
Leading Stokers :		
(a) If passed for Stoker Petty Officer on conclusion of three months' course at Mechanical Training Establishment.	Seniority as Acting Leading Stoker.	Yes.
(b) If passed afloat for Stoker Petty Officer after failure at Mechanical Training Establishment course.	Seniority as Acting Leading Stoker retarded by the period elapsed between failure at Mechanical Training Establishment and passing afloat.	Yes.
	The Ordinary Roster is formed on a "point" system. One point is counted for each month of service after completion of qualifying service for "Chief 2nd Class," and one point in addition for each month of service after the same date, provided in the latter case that no time is to count until the rating has passed for "Chief 2nd Class."	Yes.
Artificers - Shipwrights - Mechanicians -	For E.R.A.'s. (Patternmakers and Moulders) the second series of points is to be counted from such date after completion of qualifying service for C.E.R.A. 2nd Class as is recommended by the Commanding Officer under whom they are serving at the time. The Commanding Officer's Certificate is to be sent to Commodore of the Depot.	
	for advancement to "Chief 2nd Class."	
Joiners - Blacksmiths - Plumbers - Painters - Coopers -	Seniority as Artisan 1st Class. If transferred from Old System ratings on 1st October 1918, to be placed on roster according to date of being rated Artisan 1st class, and if so rated on the same date, according to their seniority on 30th September 1918.	(N. 3299/23.) Yes; but recommendations to be confined to Artisans 1st class.
	for advancement to "Chief."	
Sick Berth Petty Officers - Leading Sick Berth Attendants - Sick Berth Attendants - Supply Petty Officers - Leading Supply Assistants -	Date of passing for next higher rating. Seniority as Supply Petty Officer. Seniority as Leading Supply Assistant.	(N. 3777/23.) Yes. Yes. Yes.

Rating.	To be placed on <i>Ordinary Advancement Roster</i> according to	Whether advancements are also made from an <i>Early Advancement Roster</i> .
Supply Assistants - - -	Seniority as Supply Assistant	Yes.
Regulating Petty Officers - -	Date of recommendation for examination for Master-at-Arms.	Yes.
Petty Officer Cooks - - -	Seniority as Petty Officer Cook.	(N. 1945/23.). Yes.
Leading Cooks - - -	Seniority as Leading Cook -	Yes.
Cooks - - -	Seniority as Cook - - -	Yes.
Officers' Stewards and Cooks, 1st Class (C.S.).	Seniority as Officers' Steward or Cook, 1st Class.	Yes.
Officers' Stewards and Cooks, 2nd Class (C.S.).	Seniority as Officers' Steward or Cook, 2nd Class.	Yes.
Officers' Stewards and Cooks, 3rd Class (C.S.).	Seniority as Officers' Steward or Cook, 3rd Class.	Yes.

2. If two or more ratings should under these rules be entitled to the same position on the Ordinary Roster, their relative position is to be determined as follows :—

*Ordinary Roster based on*  
Seniority.

*Relative Position Fixed by*  
Length of service in a man's rating.

Date of passing.  
Point system.

} Seniority in rating.

(N. 1012/23.)

3-4. *Cancelled.*

**383. Half-yearly Recommendations for Advancement.**—Subject to the Regulations being complied with, a Commanding Officer has power to make or withhold recommendation for advancement as he thinks proper. He will not recommend for advancement a rating whose previous record shows him unfit for a higher rating, even though the conditions regarding "Very Good" Conduct (Article 378) are satisfied.

2. Form S.507 (*half-yearly Return of ratings recommended for advancement*) are to be rendered through the Commander-in-Chief, as an enclosure to Form S.509, on the 30th June and 31st December, and on no other dates, by the Commanding Officers of all H.M. Ships in commission. If a ship on a Foreign Station should be so far distant from the Commander-in-Chief that this procedure would involve material delay the original Forms S.507 should be sent direct to the Commodore of the Depôt and a copy to the Commander-in-Chief.

3. All naval ratings shown in the first column of the table in Article 382, who are borne on the ship's books, are qualified for advancement, and are in the opinion of the Commanding Officer fit for advancement in their turn, are to be included in these Returns.

4. **Provisional Examinations.**—For the purposes of these Returns and of the advancement rosters, ratings, if passed provisionally for higher rating, are to be considered as having passed provided they have not subsequently failed in the final examination. All such failures are to be reported to the Depôts immediately they occur. Men who fail in a final examination will forfeit all benefit they would otherwise obtain under this clause from having passed a previous preliminary examination.

5. The names of those who are considered fit for special and early advancement, whether or not they are qualified under the regulations for advancement at the time, are to be inserted in the Forms S.507 in red ink.

6. The names, ratings and official numbers of any ratings who are qualified by the Regulations for advancement, but are not recommended, are to be shown in the space provided on the back of Forms S.507.

7. Before compiling the Return the Commanding Officer is invariably to consult the heads of the Departments and the Officers of Divisions to which the men belong.

8. The Commanding Officer, especially in the Depôts and other shore establishments, will frequently be guided to a very large extent by the service certificates and by the information noted on the conduct sheets, but it is important that he should not attach undue weight to a decision made at an earlier date by another Commanding Officer.

9. The information on Forms S.507 is to be noted in the Depôt Rosters as soon as received.

(N. 6924/22.)

**384. Ordinary Advancement Rosters.**—No rating is to be placed on the Ordinary Roster until he is in all respects qualified for advancement and is recommended for advancement on Form S.507. If a rating on the Roster is at any subsequent time not recommended on S.507 or if his conduct is such that he can no longer show the requisite period of continuous "Very Good" Conduct, his name is to be removed from the roster until these conditions are again fulfilled, when he will resume his place on the roster according to his seniority or date of passing (see 382, clause 1, column 2).

2. Ratings will be selected for advancement from the Ordinary Rosters in the order in which their names appear on the roster.

(N. 6924/22.)

**385. Early Advancement Roster.**—The proportion of advancements in each branch and grade to be made from the Early Advancement Rosters will be determined from time to time by the Admiralty.

2. No rating may be recommended for special and early advancement unless his ability at the date of the Return S.507 is "Exceptional" and the number of such recommendations from a Ship or establishment is limited to the number of "Exceptional" awards allowed by Article 831, clauses 7, 8a(1) and 9.

(N. 703/23.)

3. A rating who is recommended for special and early advancement on Form S.507 will at once be placed on the Early Advancement Roster and will not be removed from it except for the purpose of being advanced.

4. It is not necessary that a rating should be qualified under the Regulations for advancement before he is placed on the Early Advancement Roster, but Commanding Officers are not to recommend unqualified men for special or early advancement unless there are strong reasons for so doing. No rating, however, will be advanced from the Early Advancement Roster unless and until he is fully qualified under the Regulations.

5. No rating is to be advanced from the Early Advancement Roster while there is on the roster another qualified rating of the same branch and grade who has been recommended on S.507 for special and early advancement a greater number of times; those who have been so recommended an equal number of times are to be selected in the order they occupy on the Ordinary Roster.

6. As soon as the contents of the last Return S.507 for a particular half-year are noted in the Depôt Rosters the Early Advancement Roster is to be considered as closed until the receipt of the last Return S.507 for the next half-year, to the extent that recommendations on S.507 for special and early advancement received during the intervening period are not to be considered in making advancements from the Early Advancement Rosters; this rule is not to prevent full use being made of other information received during the intervening period on Form S.507 or otherwise, e.g., conduct, date of passing, &c.

(N. 6924/22.)

7-11. *Cancelled.*

**386. Rating up by Captain.**—When a particular rating becomes due for advancement on a Depôt roster the Depôt will forward Form B.13 to his Captain, who, after verifying that the rating is qualified for advancement in accordance with the regulations, will, unless he considers that the man is unfitted for the duties of the higher rating, rate him up and notify the Depôt accordingly.

(N. 6924/22.)

2-3. *Cancelled.*

**387. Old System Ratings.**—Old system ratings will be placed on the same rosters and will be eligible for advancement to the same extent as corresponding new system ratings, but when their turn comes for advancement they will be advanced to the next old system rating in their branch. (N. 6924/22.)

2-6. *Cancelled.*

ARTICLE 388.

\* \* \* \* \*

3. There are two tests of ability to swim, viz. :—

*Provisional Test.*—To be carried out in a swimming bath.

*Standard Test.*—To be carried out in the open sea.

The "Provisional Test" is always to be carried out before the "Standard Test" is attempted.

In each case, in order to pass the test, every man or boy is to swim 40 yards in a duck suit after which he is to be able to keep himself afloat for three minutes. (N/N.I.. 7853/22.)

3a. Qualifications in both tests are to be awarded as follows :—

"Fair."—Meaning that the man only just managed to pass and should be given more practice.

"Good."—An average swimmer.

"Very Good."—A strong swimmer.

These qualifications are intended to assist officers at sea to recognise backward swimmers.

3b. Notations on service certificates are to be as follows :—

"P.P.T." (Passed Provisional Test), followed by qualification and date, or

"P.S.T." (Passed Standard Test), followed by qualification and date, or "Cannot Swim" and date. (N. 623/22.)

\* \* \* \* \*

ARTICLE 389.

\* \* \* \* \*

3. **Substitute.**—When no Naval Schoolmaster is allowed the Captain may direct any competent person, who volunteers for the purpose, to perform the duties; for so doing, such person shall be entitled to receive an allowance under the conditions laid down in Article 1450. Officers are not eligible for this allowance. (N.P. IV./1670/21.)

**390. School.**—In sea-going ships, the afternoon school is to be open to all the boys, and to any petty officer, seaman, or marine desirous of attending it. (N. 7399/22.)

\* \* \* \* \*

**390a.**—Accommodation for Study.—The school accommodation and additional rooms, if available and suitable, will open for purposes of study after official study hours.

(N. 11533/20.)

SECTION V. TRANSFERS.

**391. Transfers generally.**—Transfers from one rating to another will be allowed only when there are vacancies in the rating to which transfer is desired, when the transfer is otherwise in the interests of the Service, and when the applicant has been recommended by the Captain of his ship or the Commandant of his Division and possesses the necessary qualifications for the new rating. For men serving in Home Waters, transfers will not be allowed when the Branch to which transfer is desired is overborne in the Port Division concerned, unless in exceptional circumstances, which should be submitted for Admiralty decision.

(N. 3711/23.)

2. **To Unskilled Ratings.**—All applications for transfer to unskilled ratings from seamen or marines serving at home, are to be referred to the Commodore of the depôt or Commandant of the Division to which they are attached, for final decision by the Commander-in-Chief or the Adjutant-General, Royal Marines. Similar applications from men serving abroad are to be dealt with by the Commander-in-Chief or Senior Naval Officer, but are to be allowed only in vacancies on the station.

3. **To skilled Ratings.**—A roster is established at each home depôt and marine headquarters on which are noted the names of men who are recommended for transfer to a skilled rating, i.e., a rating in which certain trade knowledge and experience are necessary qualifications. Men whose names are placed on the roster are to be considered available for transfer in vacancies at any of the home ports, irrespective of their proper port divisions. Applications to be placed on the roster, from seamen or marines serving at home or abroad, are to be referred to the Commodore of the depôt or Commandant of the division to which they are attached, for final decision by the Commander-in-Chief and Adjutant-General, Royal Marines.

\* \* \* \* \*

5. **Marines.**—When Marines are transferred under the foregoing rules, the date of ceasing pay as Marines is to be notified to the Adjutant-General, Royal Marines, in order that the necessary discharge documents may be prepared and transmitted.  
(N. 16034/21.)

\* \* \* \* \*

8. **Carpenter's Crew Ratings.**—At the discretion of the Admiralty a limited number of Leading Carpenter's Crews and Joiners may be allowed to transfer to Shipwright, 2nd Class. Candidates must be thoroughly recommended over a term of years by the Shipwright Officers and Commanding Officers under whom they have served, as likely to make capable Shipwrights. They must pass a very good examination for Shipwright, 2nd Class, including work which will form a thorough test of their ability to use a Shipwright's tools. Such transfers, however, will only be made in exceptional circumstances, when specially authorised by the Admiralty.

(N. 12328/13.)

392. **Unsuitable or Incompetent Men.**—If the Commanding Officer finds that any rating of the Ship's company, whether borne for continuous or non-continuous service, is unable, either through mental or physical incapacity or through incompetence, to perform the duties of the lowest rating in his branch to which he can be disrated (*see* Articles 777 and 777a), he is to take whichever of the following courses is considered most advantageous to the Service:—

(a) If the rating volunteers for some other rating, the duties of which he is considered (after trial, if necessary) competent to perform, application for transfer should be made in accordance with Article 391.

(b) Full particulars are to be reported to the Commander-in-Chief or Senior Naval Officer on Form S.508, with a recommendation that the rating shall be discharged from H.M. Service as "unsuitable."

2. Commanders-in-Chief are to forward to the Admiralty, with their recommendations, any—

(a) Applications for transfer to other ratings which cannot be dealt with locally under Article 391.

(b) Recommendations for discharge as "unsuitable."

Ratings on Foreign Stations recommended for discharge or for transfer, which cannot be dealt with locally, are to be sent home by the first opportunity; a duplicate Form S.508 is to accompany the papers of each rating, and a report is to be made to the Admiralty as to his disposal.

3. Discharges resulting under the provisions of this Article are to come under the designation "unsuitable," and are not to be looked on as a punishment. *See* 830, clause 8 (*Officers' Stewards and Cooks*).

4. The procedure ordered in this Article is not to be adopted for men who can be properly dealt with by medical survey (*see* 1227).

(N. 29910/19.)

5. Ratings discharged as unsuitable within three months of entry are to be dealt with as regards kit in the same way as C.S. or S.S. ratings who purchase discharge within three months of entry. See 602, clauses 5 and 9, and 1438.

(V. 1397/23.)

SECTION VI. NON-SUBSTANTIVE RATINGS.

ARTICLE 395.

\* \* \* \* \*

6. Ratings relinquishing their gunnery non-substantive ratings on being rated Submarine Coxswain are to requalify before re-commencing pay for their gunnery rating. For this purpose they are to be discharged direct to gunnery schools on completing their period of service in submarines.

(N. 16608/21.)

ARTICLE 396.

\* \* \* \* \*

2. The only other non-substantive gunnery ratings which Gunners' Mates or Royal Marine Gunnery Instructors are allowed to hold are Gunlayer, 1st Class, Rangetaker, 1st Class, or Turret Director Layer.

3. *Cancelled.*

4. Captains may give the paid acting rating of Gunner's Mate or Torpedo Gunner's Mate to suitable men in actual vacancies occurring abroad.

(N. 2947/21.)

5. Men who are within three years of completing their first period of Service are to be required to actually re-engage on Form S.55 to complete time for pension before being allowed to class up for Gunner's Mate or Torpedo Gunner's Mate. Men within three years of completing time for pension are not eligible to qualify for Gunner's Mate or Torpedo Gunner's Mate.

(N. 12654/14.)

397. Gunlayers, 1st Class, Torpedo Coxswains and Seamen and Marines Qualifying in Ordnance.—The rating of Gunlayer, 1st Class (G.L. 1 Cl.) is to be held only by Chief Petty Officers, Petty Officers and Leading Seamen and Corporals and above, R.M. Except Gunner's Mates and Acting Gunlayers, 1st Class, trained afloat, men are not eligible for the rating who have not been to sea as Gunlayer, 2nd Class, (G.L. 2 Cl.)

2. *Cancelled.*

(N. 2947/21.)

\* \* \* \* \*

4. (*And Note*) Cancelled.

(N.P. 11/2728/23.)

ARTICLE 398.

\* \* \* \* \*

3. Men so trained are to be given a course of instruction with shooting apparatus at the guns for which they are being trained, and are also to carry out from these guns firings as laid down in the Firing Manual.

(N. 2947/21.)

\* \* \* \* \*

ARTICLE 399.

\* \* \* \* \*

2. *Cancelled.*

(N. 2947/21.)



3. **Failure to Qualify.**—Any man who fails to pass for a higher gunnery or torpedo rating shall not be eligible to qualify for a higher rating in either branch until two years have elapsed since the date of failure; but no rating who has failed once is to be relieved from a sea-going ship for the purpose of undergoing another course.

(N. 22472/19.)

4. If men fail as in clause 3, a notation to this effect is to be made on their gunnery and torpedo history sheets, with a special notation by the Captain of the school in which they failed as to what was in his opinion the cause of failure. The above notation is to receive full consideration when the question of the men's advancement to higher substantive rating is considered.

If a candidate's failure for a higher gunnery rating is due solely to failure in the firing practices, a notation is to be made to this effect, provided that the man obtained passing marks in the remainder of the course.

(C.W. 15351/20.)

\* \* \* \* \*

399a. **Photographer.**—Men volunteering for the rating of Photographer (Appendix XV, Part III, No. 63) are required to pass an examination on the syllabus shown in Appendix X, Part XXI.

2. In the Atlantic and Mediterranean Fleets an examination will be held every six months on dates arranged and promulgated by the respective Commanders-in-Chief. These examinations are to be conducted by the Fleet or Sloop Photographic Officer.

3. On stations abroad or in ships at home, where no Fleet or Sloop Photographic Officer is borne, the names of candidates are to be sent to the applicant's Depôt and also to the Captain of H.M.S. "Excellent." The latter will arrange for candidates to be examined at the first opportunity, but no man is to be relieved specially in order to be examined.

4. The results of examinations carried out in the Atlantic and Mediterranean Fleets are to be forwarded to the Captain of H.M.S. "Excellent," who will keep a roster of all men who have qualified, and will nominate men to fill vacancies for Photographers as they occur. A notation is to be made on the Service Certificates of successful candidates, and against their names in the ledger.

(N. 774/23.)

## ARTICLE 400.

\* \* \* \* \*

2. Men appropriated to qualify as Physical and Recreational Training Instructors are to be selected by the Superintendent of Physical and Recreational Training School from candidates who possess the qualifications specified in Appendix XV., Part III., Nos. 65 and 66.

(N. 16034/21.)

Candidates qualifying who obtain at least 90 per cent. of marks may, up to a limit of 10 per cent., be granted the rating of Physical and Recreational Training Instructor, 1st Class, without passing through the 2nd Class. The marks required to qualify or requalify for each class of Instructor are as follows:—

Class.	Percentage of Marks.
First	90 per cent.
Second	70 to 89 per cent.

Failures, below 70 per cent.

(N. 16897/13.)

3. Physical and Recreational Training Instructors (N.S.) other than Staff or Senior Staff Physical and Recreational Training Instructors, will be allowed to hold the rating of Diver and the following Gunnery and Torpedo ratings under the regulations applying to such ratings:—

Leading Seaman S.G., S.T.

Royal Marines, including Staff and Senior Staff Physical and Recreational Training Instructors.—Q.M. R.M.

(N. 16034/21.)

\* \* \* \* \*

#### ARTICLE 401.

\* \* \* \* \*

2. A Chief Petty Officer, Petty Officer or Leading Seaman, if disrated and holding any non-substantive rating which is not proper to his new substantive rating, is to cease to hold it and is to assume the highest non-substantive rating in his own speciality proper to his new substantive rating. On re-instatement in his substantive rating his former non-substantive rating is also to be restored to him.

If a year has elapsed between the disrating and the re-instatement the man is to requalify at the earliest opportunity, but he is to be rated and paid in his former non-substantive rating from the date of his re-instatement.

For this purpose Turret Director Layer, Light Director Layer, Gunlayer, 1st Class, and Gunlayer, 2nd Class may be considered as one speciality.

(N. 811/21.)

2a. *Cancelled.*

\* \* \* \* \*

403.—*Cancelled.*

(N. 53182/18.)

#### CHAPTER IX.

#### INSTRUCTIONS TO OFFICERS IN GENERAL.

410. **Signalling with Merchant Ships.**—Attention is drawn to the importance of carrying out signalling exercises with merchant ships as frequently as possible in order to encourage signalling in the mercantile marine. It is the duty of His Majesty's ships during peace time to lose no opportunity of exercising visual signalling with ships of the British mercantile marine by day and by night, at sea or in harbour. In harbour, signal stations are also to make exercises, if asked to do so, when they can be carried out without detriment to Service signalling. Form S.174 (Quarterly Return of Signalling) is to be rendered through Commanders-in-Chief, or as directed by them, to the Admiralty. When blank returns are rendered, the reason that no exercises have been possible should be stated. Failures to open up communication should be most carefully included, together with remarks in the appropriate column, as to whether the neglect is considered to be intentional or from inability.

(M. 30660/21.)

#### ARTICLE 412.

\* \* \* \* \*

2. When commissioned officers are discharged to half-pay or to full-pay leave from His Majesty's ships either at home or abroad, their addresses are to be reported, on form S.48, to the Secretary of the Admiralty.

The addresses of officers who are to be placed on ship's books on arrival in England, and of officers discharged to full-pay leave on paying off at home, are also to be noted on Form S.48.

The only exceptions to the foregoing rule are as follows:—

(a) Medical officers are to be dealt with under Article 1319.

(b) The addressees of the officers enumerated in Article 229, clause 1, need not be reported from their ships to the Admiralty in the circumstances stated.

(C.W. 11460/23.)

\* \* \* \* \*

## 412 CHAP. IX.—INSTRUCTIONS TO OFFICERS IN GENERAL.—

5. When Gunners are discharged to their depôts from vessels reducing in complement the Secretary of the Admiralty (C.W.) should be informed as well as the Depôt, and H.M.S. "Excellent" or "Vernon."

(C.W./20.)

**418. Notification of Marriage.**—In order to facilitate the decision upon the claim of his family after his decease, to the benefit of these Regulations, every officer, whether on full, half, or retired pay, shall notify his marriage, within one month after its taking place, to the Admiralty, according to the form shown in the Quarterly Navy List. When an officer marries a woman of alien birth, attention should be specially drawn to the fact that the wife is an alien by birth when notifying the marriage. (See 715a—*Marriage with an Alien*.)

(L. 2088/19.)

\* \* \* \* \*

### CHAPTER X.

## INSTRUCTIONS TO COMMANDERS-IN-CHIEF AND OFFICERS IN COMMAND OF FLEETS, SQUADRONS, AND STATIONS.

### SECTION I. GENERAL DUTIES OF COMMANDER-IN-CHIEF.

**420. Station Orders.**—On assuming command he should report whether he is adopting the Station Orders of his predecessor.

Six copies of any general orders issued by him should be forwarded to the Admiralty as soon as issued; temporary memoranda are only required if relating to signal matters (see Signal Manual, 1920, Art. 135, paragraphs 7 and 13).

(M. 40995/20.)

\* \* \* \* \*

**420a. Cancelled.**

(E.F.O. 11100/20.)

**423. Muster and Inspection.**—He is to muster and inspect every ship placed under his orders as follows:—

- (a) So soon as practicable after he assumes command;
- (b) So soon as practicable after a ship joins his flag;
- (c) Annually from the date of such first inspection;
- (d) Immediately before her departure from the fleet or station;

retaining for his own information Forms S.425 to 425b and reporting the result to the Admiralty on Forms S.426 to 426f.

The inspection of Torpedo Boats and Torpedo Boat Destroyers is to be reported on Form S.427.

\* \* \* \* \*

5. If a ship arrives at a home port to pay off, recommission, and return to her own fleet, he is to hold a muster, on the ship recommissioning, to see that his responsibilities for her prompt and complete equipment have been fulfilled, that the ship is in all respects ready for service, and that the organisation and stationing of the men are understood and put in train by the Officers. The result of the muster is to be reported to the Admiralty on such of the Forms S.426 to 426f as deal with the organisation of a newly commissioned ship.

(N.L. 14733/13.)

\* \* \* \* \*

### ARTICLE 424.

\* \* \* \* \*

**6. Books and Accounts.**—He is to examine, or cause to be examined, the several books and accounts referred to in the report of inspection as well as the officers' logs or journals; he is to inspect the remark books which may be produced by Lieutenants, and is to take notice of any which show marked aptitude, zeal, or

powers of observation on an officer's part; he is to satisfy himself, so far as practicable, that all punishments, by whomsoever awarded, are duly recorded; that the men's certificates and conduct sheets are carefully and regularly filled up; that the good conduct badges are properly awarded; that the cash accounts are regularly examined and rendered; and that the balances of public money are periodically counted as required by Article 598. He is also to examine the Captain's ship's book, or Captain's ship's (Guard) book, and is to satisfy himself that the book is being well and properly kept and that the various returns, etc., are correctly inserted therein. See Article 1133. (*Ship paid off Abroad.*)

(S. 4539/22.)

\* \* \* \* \*

**15. Preservation of Hull, &c.**—He is to look particularly into the means taken to preserve the hull, decks, fittings, machinery and boilers, guns and mountings as well as the masts, rigging, and stores; and should make a point of inquiring closely into the state of the Ship generally. He is to inspect the "Record of Defects and Journal of Work," and if there are any existing defects within the capacity of the Ship's Artificers to repair, he should mention them in his report. He is to give his personal opinion as to the state of the Ship, whether she has been well maintained, and he should not fail to notice in his report any neglect he may discover on the part of the Captain and Officers in the important duty of preserving the Ship in the highest possible state of efficiency. See 1831 (*Re-testing Chain Cables*).

Where exceptional care has been shown in the maintenance of the hull, machinery, or equipment of a ship, the Inspecting Officer should, at annual or paying-off inspections, report the same to the Admiralty, forwarding the names of the Executive, Engineer and Warrant Officers to whom the credit is due, in order that a favourable notation may be made against them in the official records.

(S. 13342/13.)

**16. Cancelled.**

(N.L. 14733/13.)

**17. Secret and Confidential Documents.**—He is to call for the secret and confidential books and papers which are in the Captain's charge, and he is to satisfy himself, not only that they are complete and are kept in a proper place of security, but as regards the private signals, that the officer entrusted with them understands their use.

(M. 9633/13.)

\* \* \* \* \*

**424a. Medical Inspection.**—He is to cause a systematic medical inspection of every ship placed under his orders, to be carried out by the Medical Officer of the senior flagship of the fleet or squadron, as frequently as prescribed in Art. 423, clause 1.

(N.L. 14733/13.)

# ARTICLE 425.

\* \* \* \* \*

**4.** When any Ship obtains very markedly poor results a full inquiry is to be held into the circumstances, especially as to the method of training employed in the Ship and the conditions under which the practices were carried out. The report, with the minutes of evidence and an expression of the opinion of the Commander-in-Chief on the conclusions arrived at, should be forwarded to Their Lordships.

(G.T.D. 159/19.)

**425a.** He is to ensure that adequate arrangements exist for the training of boys and ordinary seamen (*see* 375, 375a).

(N. 12111/22.)

**426a. Inspection of Sailors' Homes, &c.**—He is to take the necessary steps to ensure that all Sailors' Homes and kindred institutions to which the Admiralty subscribe, are visited and reported on by a Naval Officer at least once a year. He will be informed from time to time of the names of the Institutions which should be inspected.

2. Applications for grants to Sailors' Homes are to be forwarded on 31st March of each year and are to be accompanied by a statement of the previous year's accounts.

(C.E. 5613/20.)

**439. Defects.**—The Commanders-in-Chief at the Home Ports, and Flag and other Officers in Command of Fleets and Squadrons, are to call the special attention of the Commanding Officers of H.M. Ships under their orders to the importance of keeping their Ships in a thoroughly efficient state of repair, by means of the skilled artificers and artisans borne on the Ships' books expressly for this purpose.

2. To affect this, the Officers commanding seagoing Fleets and Squadrons should arrange that the artisan ratings are not employed at drills such as "Man and arm boats," anchor work, fire engines, &c., for a longer time than is absolutely necessary for efficiency, but that, as far as circumstances will admit, the artisan ratings are to be constantly employed in repairing the defects of their ships and other work requiring skilled labour.

3. Should the Commander-in-Chief or Senior Officer have reason to believe that there has been any lack of attention on the part of a Captain or his Officers in the care and maintenance of their ship, he should make an inquiry as to her condition; and, if necessary, report any negligence to the Admiralty.

4. When framing programmes of movements of the Fleet or Squadron, or when fixing dates for exercises under weigh, passage trials, &c., he should endeavour to arrange that the ships under his orders are afforded reasonable intervals at anchor, when defects, especially those of the Engine-room Department, may be taken in hand.

5. On each occasion of completing a voyage, he should, if the exigencies of the service permit on the day before arrival in harbour, or earlier if possible, inform the Commanding Officers what time is available for examining and making good defects, in order that they may acquaint the Officers concerned, so that the latter may make the necessary arrangements for completing the work, if possible, by the time the ship is next required, or for proceeding with it in such a manner as to enable them to undertake that which is the most urgent and important whilst keeping the vessel ready for service within a given number of days' notice.

6. When dealing with ships' defects on foreign stations, he will take care that they are made good with all economy that may be consistent with due expedition and efficiency; and he will be guided, so far as they may be applicable, by the directions given in Articles 1092 and 1093 as to whether defects are to be made good by the ship's own artificers, by artificers of other ships, by a dockyard, or by hired men; but except in special circumstances, he is not to sanction the employment of other men than those of the ship or those of other ships present. *See 1095 (Defects in Ships fitted at another port).*

(S. 13342/13.)

**454. Unexecuted Orders on giving up Command.**—A Commander-in-Chief, or officer in command of a fleet, squadron, or station, on resigning his command, will deliver to his successor the originals or authenticated copies of all unexecuted orders, general regulations, books of reference and other documents he may have received for his information or guidance, and he will furnish him with all other information likely to be of service.

(M. 01453/20.)

#### *Civil and Medical Establishments.*

**457. Authority over Civil and Medical Establishments.**—The Commander-in-Chief or Senior Officer is to have authority and control over all the dock and victualling yards, the naval hospital, naval ordnance depôts, torpedo and mining depôts, and other civil and medical establishments within the limits of his command, in regard to the general transactions of the Service; but he is not to interfere with the management of any of those establishments at home, nor abroad where there are superintendents or principal medical officers in charge, unless in his opinion a particular and sufficient cause shall render it necessary, when he is to report to the Admiralty the nature of the order given, and his reasons for interfering. If a superintendent or an officer in charge should consider that any public inconvenience is likely to arise from compliance with an order received from the Commander-in-Chief, such superintendent or officer in charge is to represent the same to him,

stating the objections, after which, if the Commander-in-Chief should still direct his order to be complied with, it is to be obeyed without further delay or discussion, the officer so repeating the order becoming wholly responsible to the Admiralty for the necessity of the measure; but the superintendent or the officer in charge on receiving the order, if he deem proper, may send to the Admiralty any observations upon it he may be desirous of submitting for consideration.

(C.E. 9351/20.)

2. **In absence of Commander-in-Chief** all the control and authority vested in him over the civil or medical establishments of the Navy under Articles 457 460 are to be exercised fully and effectually by the Senior Officer of His Majesty's ships present, provided such officer is not below the rank of Commander.

458. **Vacancies in Civil or Medical Establishments Abroad.**—If a vacancy should occur among the officers of a civil establishment abroad or among the civilian officers of a medical establishment abroad, the Commander-in-Chief or Senior Officer is not to fill such vacancy by appointing an officer from the fleet with an acting order. If, however, in consequence of the vacancy, the temporary services of an officer are urgently needed, the Commander-in-Chief or Senior Officer may lend to the establishment a qualified officer from one of the ships under his orders, if his services can be spared, reporting his reasons for so doing to the Admiralty, by whom any question of remuneration beyond the officer's naval pay and allowances will be dealt with.

(C.E. 9351/20.)

459. **Civil and Medical Establishments Abroad without Superintendents.**—In regard to civil and medical establishments out of the United Kingdom in charge of which there are no superintendents or principal medical officers, the Commander-in-Chief is to be further guided by the following directions, and all officers and persons belonging to such establishments are to obey his orders in all matters relating to the public service.

2. **Supervision of Officers.**—He is to do his utmost to ensure that all the officers perform their duties satisfactorily, and that they comply with their special instructions; he is not to give any orders contrary to, or differing from, the established practice of the Navy, nor from the instructions issued for the guidance of officers of these establishments, except for good cause, which is to be duly reported.

3. **Economy.**—He is to be careful that all work undertaken is performed with proper economy, and that no supplies are purchased from, nor repairs executed by, private persons for His Majesty's Service, except through the proper officers, unless otherwise specially directed.

(C.E.-in-C. 31352/20.)

4. **New Works, Repairs, &c.**—Subject to such powers as are conferred upon him in connection with reserves under subhead C. of Vote 10, and with petty services under Subhead E of Vote 10 up to a limit which is fixed annually, he is not to order any new works or alterations to be undertaken without express directions; nor any repairs except such as may be absolutely necessary for the preservation of the buildings; but he is to submit, as proposals for estimates, any new works, alterations, or improvements he may consider necessary, placing them in the order of relative importance, and certifying that they can be undertaken within the year if approved.

(C.E. in C. 34302/23.)

5. **Replacing Officers.**—Under Article 458, he may lend an officer from the fleet in the place of any officer of these establishments who may die or be obliged to quit his station on account of ill-health, but he is only to permit an officer so to quit his station on the report of three of the senior medical officers present, including the officer in charge of the naval hospital, if any. Leave is not to be granted to officers of these establishments to return to England without the sanction of the Admiralty.

(C.E. 9351/20.)

6. **Suspending Officers.**—He may suspend any officer for misconduct, lending, if necessary, an officer in his place under Article 458; but he is to report at once most fully his reasons for so acting. If the suspended officer is in charge of money or stores, he will cause surveys at once to be held to transfer the remains to the officer lent to do the duty, and will direct him to open new accounts, in order that those of the suspended officer may be properly investigated.

7. **Creating New Office.**—He is not to create any new place or office, nor to make any alterations in the arrangements or emoluments of the persons he shall find established or employed; nor is he to add to the numbers employed on day pay, beyond those sanctioned except in urgency, which is to be reported to the Admiralty. When working parties are sent from ships, he is to be careful that the men are only employed as laid down in Article 510.

8. **Cash, Supplies of.**—He or the Senior Naval Officer (whenever either is present) is to approve \_\_\_\_\_ requisitions for money upon the Treasury Chest for Naval services, if satisfied of their necessity; but before so doing he will take care that they contain statements:—

(a) Of the balance of public money in the hands of the cash accountant officer;

(b) Of the services for which the further supply is required; and

(c) That the amount \_\_\_\_\_ does not exceed the probable requirements for a month \_\_\_\_\_.

If, in special circumstances the certificate as at (c) cannot be given, the reasons should be explained by letter.

9. If there be no Treasury Chest he or the Senior Naval Officer (whenever either is present), if satisfied of their necessity, is to approve bills drawn by the cash accountant officer on the Accountant-General, taking care that the most favourable terms for the public are secured. \_\_\_\_\_

10. Upon every occasion of \_\_\_\_\_ approval being given to bills, he or the Senior Naval Officer will receive from the cash accountant officer, and forward to the Admiralty, a letter of advice containing the above particulars, and when the bills are drawn, the rate at which they were negotiated.

11. } Cancelled.  
12. }

13. **Verification of Cash Balances.** He will, as opportunity offers, verify or cause to be verified, the remains of public money in the hands of the cash accountant officer, whether actually in the chest or standing to the officer's public credit at the bank, and compare the same, or cause it to be compared, with the balance shown in the daily cash book.

14. Cancelled.

15. On the discovery of any difference between the balance shown and that in the hands of the cash accountant officer, he is to call on that officer for an explanation, which he is to send to the Admiralty with any remarks he may have to make on it.

16. Cancelled.

(C. III./16129/23.)

17. **Local Audit and Stocktaking.**—He will take care to observe the regulations that may from time to time be issued to these establishments in reference both to the local audit of the naval store ledgers and to stock-taking, whether continuous or special, and also in reference to the payments of extra pay with respect to those duties, and, when necessary, he will give directions to the Senior Officers of Divisions within which any such establishments are situate, to ensure their attention to these important duties.

460. **Definition of "Superintendent."**—For the purposes of the regulations contained respectively in Articles 457-459, the Commander-in-Chief Western Approaches, the Senior Naval Officers, Malta and Gibraltar, the Commodore at Hong Kong, the Captains in Charge at Simonstown and Bermuda and the Marine Officer in Charge at Ascension, are to be considered as Superintendents.

2-6. Cancelled (see 459).

461-465. Cancelled (see 457-460).

(C.E. 9351/20.)

## SECTION II. DUTIES OF THE SENIOR OFFICER PRESENT.

*General.*

**470a. Pilotage of Merchant Vessels.**—When he considers it necessary or advisable to order a Naval Officer to take charge, as pilot, of a chartered or other vessel of the Mercantile Marine, he is to bear in mind that an order to this effect may involve the acceptance of responsibility by the Admiralty in the event of collision or other damage. Naval Officers are not to be sent as pilots in such vessels unless the circumstances of the case justify the acceptance of this responsibility. This need not prevent an officer being sent to advise and assist the master at his request, but he should not assume control except in the circumstances stated above.

(N.L./T. 2526/13.)

**472. Communication with Colonial Authorities.**—In a British colony or possession, the Colonial Secretary as such should not be the channel of communication with the Naval Officer. Should the Senior Naval Officer, be of or above the rank of Commander, the Governor, or, in his absence, the Governor's Deputy if one has been appointed, will communicate with him; otherwise the Private Secretary in the name of the Governor. This rule, however, is not applicable to India.

(M. 16982/19.)

## ARTICLE 474.

\* \* \* \* \*

3. The requisition and order, or a full report of the circumstances, are to accompany the Victualling Store Account for the period.

(N.P.II/2100/23.)

## SECTION III. COMMANDERS-IN-CHIEF AT HOME PORTS.

**513. Flag Officer entering Port.**—Any Flag Officer in command entering the port limits at Portsmouth, Plymouth, Rosyth, or Sheerness-Chatham, who is senior to the Commander-in-Chief of the port, is not in any way to interfere with the port duties, but is, after receiving the visit of such junior Flag Officer, to direct by order or signal that the duties of the port are to be carried out by the appointed port authorities without reference to him, even should his flag remain flying.

(M. 35796/19.)

\* \* \* \* \*

3. **Absence of Port Commander-in-Chief.**—In the absence of the Port Commander-in-Chief, his duties are to be carried out by the Admiral Superintendent, and, failing him, by the Senior Officer present.

## SECTION IV. OFFICERS RECOMMENDED FOR PROMOTION.

**515. Commanders, Lieutenant-Commanders and Lieutenants.**—Promotions to the ranks of Captain and Commander will be made half-yearly by selection. The claims of all Officers who are eligible will be reviewed on each occasion, but promotion will be made mainly from those who are within the zones of seniority promulgated by the Admiralty from time to time.

The names of Commanders, Lieutenant-Commanders and Lieutenants who are recommended by Commanders-in-Chief and officers in command of fleets, squadrons and stations, each half-year, for promotion are to reach the Admiralty not later than 15th May and 15th November. Recommendations are to be made on the established Form S.596 the order in which the officers are recommended being shown on the form. There is no limit to the number of recommendations within the zone, but only those officers who have reasonable claims to promotion at the next half-yearly selection by reason of seniority and good service should be classified in order of merit in column 6 of the form.

2. **Officers above the zone.**—Commanders and Lieutenant-Commanders who are above the zones of promotion announced by the Admiralty and who are considered



to be specially deserving of advancement may be recommended. The names of any such Officers are to be inserted separately at the beginning of Form S.596.

**3. Officers below the zone.**—Commanders-in-Chief and Officers in command of fleets, squadrons and stations are allowed to recommend a limited number of younger Commanders, Lieutenant-Commanders and Lieutenants below the zone of promotion who have come under their notice as worthy of being considered for early promotion, and as showing promise of becoming capable officers in the higher ranks of the naval service, viz., above the rank of Commander. The names of these Officers should also be shown separately on the form.

When Officers outside the zones are recommended, although shown separately on the list, they are to be classified in order of merit as compared with Officers within the zone, *i.e.*, there should be only one order of merit for all officers on the list.

Officers who are permanently unfit for sea service for any reason, *e.g.*, defective vision, loss of limb, &c., are not to be recommended for promotion.

(C.W. 5778/20.)

**3a. Engineer Commanders, Surgeon Commanders, Paymaster Commanders and Engineer Lieutenant-Commanders.**—The names of Engineer, Surgeon and Paymaster Commanders and Engineer Lieutenant-Commanders recommended for promotion by Commanders-in-Chief and Officers in command of fleets, squadrons and stations are to be forwarded to the Admiralty half-yearly to arrive on or shortly before 15th May and 15th November.

The recommendations are to be made on Form S.596 (modified as necessary), separate Forms being used for Officers of different branches or rank.

The names of all Officers who are within the zone of promotion are to appear on the form whether they are, or are not, recommended for promotion.

If more than one Officer is recommended for promotion the Commander-in-Chief is to indicate on the form the order in which the Officers are recommended.

Commanders-in-Chief and Officers in command of fleets, squadrons and stations will be allowed to include in the recommendations for promotion of Engineer, Medical and Accountant Officers, the names of a limited number of officers of outstanding ability whose early promotion is desirable, notwithstanding the fact that they have not yet reached the zone of promotion, in the same way as is laid down for Commanders, Lieutenant-Commanders and Lieutenants of the Executive Branch, under clause 3.

The names of these officers should be shown separately on Form S.596, but they should be classified in one order of merit with officers within the zone, as is laid down for officers of the Executive Branch.

**4.** In every recommendation of a Lieutenant-Commander, Lieutenant or Engineer Lieutenant-Commander for promotion, a report is to be made whether, so far as can be judged, he is likely to do well in the higher ranks of the Service.

(C.W. 16578/20.)

\* \* \* \* \*

**6. Officers serving at the Admiralty, &c.**—Recommendations in respect of Officers serving at the Admiralty or in positions under Officers at the Admiralty, *e.g.*, Engineer Overseer, are to be forwarded on Form S.596 in the manner laid down in Admiralty Office Memoranda.

(C.W. 32232/19.)

CHAPTER XIII.

INSTRUCTIONS TO CAPTAINS.

SECTION II. FIGHTING EFFICIENCY.

**531. Gunnery and Torpedo System.**—He is to take care that the systems of gunnery, of torpedo and of drill laid down in the current issues of the Gunnery Training and Firing Manuals, in the Naval Magazine and Explosives Regulations, in the Torpedo Manual, in Rifle and Field Exercises, in the Handbooks of Field Training and Musketry and Pistol Practice for the Navy, and in gunnery and torpedo drill books are strictly carried out; he is to allow no deviations whatever therefrom unless compelled to do so owing to special fittings or peculiarities in the armament, but any alterations that his experience or that of the Gunnery and Torpedo Lieutenants suggest as likely to be improvements may be submitted to the Admiralty.

(G. 9673/22.)

**531a. Paravanes.**—He is to arrange that either the Executive Officer or such other commissioned Officer as he may consider suitable shall have charge of the handling of the ship's Paravane equipment.

(G. 02564/16.)

**531b. Mines and Depth Charges.**—In ships and vessels carrying mines or depth charges, he is to take care that the instructions relating thereto in the several handbooks, addenda thereto and Confidential Admiralty Fleet Orders are strictly carried out.

(G. 1844/20.)

SECTION III. EXERCISES AND INSTRUCTIONS AS TO ARMAMENTS AND MAGAZINES.

**532. Drills and Exercises.**—He is to take care that the prescribed drills and exercises are carried out as laid down in the Gunnery and Torpedo Manuals and the Training and Firing Manuals, and that they are reported in Forms \_\_\_\_\_ S.425 (a), Part I., S.427, S.428, S.303 and S.303A, or S.310, as requisite. He is also to see that the Officers and Instructors adhere strictly to the established exercises. General quarters should take place once a week.

(T.O.D. 141/22.)

\* \* \* \* \*

**533. Practice Expenditure.**—The Captain is to cause the quantities of ammunition and stores specified in the Gunnery Training, Firing and Torpedo Manuals as allowed for practice, to be expended according to the instructions therein laid down.

(G.D. 240/20.)

\* \* \* \* \*

**536. Opening Magazines.**—He is to take care that the magazines are opened only in accordance with the instructions contained in the Naval Magazine and Explosives Regulations.

(G. 9673/22.)

\* \* \* \* \*

**3. All submerged torpedo flats** should, when the warheads are on the torpedoes, be treated in the same manner as shell-rooms as regards precautions to be observed, locking up, custody of keys, &c. It is not the intention, however, to prohibit electric heating arrangements in submerged flats.

(G. 04179/17.)

**537. Important Keys.**—He will cause the keys of the spirit-rooms and all other important keys in the ship to be kept in a box, having a glass front, supplied for the purpose and provided with two keys; it is to be fixed outside the door of the Captain's cabin and is to be in the charge of the sentry. In ships where there is no sentry, the box is to be placed inside the door of the Captain's cabin.

\* \* \* \* \*

4. Cancelled.

5. When it is necessary to open the box, the authorised person to whom the keys contained therein may be entrusted, is himself to obtain the key of the box from the Captain or sentry, as the circumstances may require. When the purpose for which the keys were removed from the box is accomplished, he is carefully to lock the compartment, return the keys to the box, and the key of the box to the Captain or sentry. The issue and return of the keys is to be entered by the sentry in the book kept for the purpose and initialled by the person receiving the keys. When there is no sentry, the person receiving the keys is to enter the time of receipt and return, and initial same.

(G. 9673/22.)

6. *Cancelled,*

(G. 01817/18.)

**537a. Magazine Key Board.**—The keys of the magazines, shell-rooms, and all compartments containing explosives, are to be kept in a box having a glass front, provided with lock and duplicate keys. This box is hereinafter referred to as “the magazine key board.”

(G. 01817/18.)

2. The magazine keyboard is to be fixed near the door of the Captain's cabin, and is to be in the charge of his sentry. In ships where there is no sentry, the board is to be fixed inside the Captain's cabin.

3. The keys of the magazine keyboard are to be kept by the Captain, who may at his discretion issue one key to be kept in the personal possession of the sentry, or, where there is no sentry, a Commissioned or Warrant Officer.

4. A system of grouping and bunching the keys of the several quarters as laid down in the Naval Magazine and Explosives Regulations is to be adopted, and the names of the quarters and the group number of the keys \_\_\_\_\_ are to be marked distinctly over their hooks in the box, so that the absence of a bunch of keys from its hook will show that the bunch is in use and the compartments to which the keys give access are to be assumed to be open.

5. A board is to be hung above or below the box, and is to be printed red on one side, with the words “Magazine Open,” and black on the other side, with the words “Magazine Closed,” and every time any No. 1 Key (*see Naval Magazine and Explosives Regulations*) is taken away or returned the board is to be turned accordingly. When the box is placed inside the Captain's cabin, this board is to be hung up outside in a conspicuous position.

6. When the magazine keyboard is under the charge of a sentry, the key of the board is not to leave his possession; he is personally to lock and unlock the board and issue and return the keys kept on it.

Persons to whom keys are issued are to retain them in their possession until the compartments concerned are again locked; the keys are then to be returned to the magazine keyboard.

7. The sentry, or, where there is no sentry, the person removing the keys from the board, is responsible that the indicator board is turned, and is to see that all indicating lamps are burning correctly. If at any time the indicating lamps do not agree with the state of the keyboard he is immediately to cause the Officer of the Watch or Officer of the Day to be informed, who is to take steps at once to have the matter investigated.

When there is no sentry, the Commanding Officer is to make the necessary arrangements for the indicating lamps to be frequently inspected and for an immediate investigation to be made if they are at variance with the state of the keyboard.

(G. 9673/22.)

## ARTICLE 538.

\* \* \* \* \*

3. **No Communication outside Service.**—The following are to be considered of a confidential nature, and information on these subjects is not to be communi-

ated directly or indirectly to any person outside His Majesty's Service, even though they have supplied or manufactured such apparatus for the Navy :—

- Constructions of guns and their ballistics.
- Details concerning internal arrangements of turrets.
- Ammunition equipment, including different natures of shell and their penetrative power and fillings.
- Fuzes.
- Fire control and director fittings, and arrangements and methods of using them.
- Gyro compasses or other gyros used in connection with the Director or Fire Control systems.
- Rangefinders.
- Anti-flash precautions.
- Rate of fire and rate of loading.
- Anti-gas apparatus.
- Details of recent developments of Whitehead torpedoes.
- Torpedo tubes and torpedo control arrangements.
- Recent development of Mining, Anti-Mining and Anti-Submarine devices.
- Wireless Telegraphy.
- Radio Telephony.
- Firework signals.
- Armour and protection against gunfire, bombs, gas, &c.
- Underwater protection against torpedoes, mines, &c.
- Arrangements in connection with carrying aircraft.
- Arrangements in connection with paravanes.
- Particulars of oil fuel installations and fittings.
- Details of internal arrangements of Submarines.
- Statistical information not already published in official returns.

The above list must not be regarded as exhaustive. Officers and men will be held responsible for the observation of all necessary precautions in this matter.

Communications which it may be necessary to make to contractors about such apparatus are to be sent to the Admiralty for transmission.

(G/N.I.D. 10132/21.)

#### SECTION IV. FIRE PRECAUTIONS.

**540.** The Captain will observe, and cause to be observed by everyone on board, the following regulations against fire :—

**1. Naked Lights.**—No naked lights are to be used in any part of the ship below decks, except in the usual hand-lamps in the engine and boiler rooms.

Blow lamps may be used, by permission of the Commanding Officer, for effecting repairs between decks, except in any compartment containing explosives. A careful examination of all compartments in which blow lamps have been used is to be made after work has ceased to ensure that no inflammable matter has been left about.

**2. Lights in confined Spaces.**—Lights, other than the fitted electric lights, when used in store rooms or other confined spaces, except in coal bunkers (*see* Article 514, Steam Manual) are to be in lamp, Pattern 275.

**Spirit Room, &c.**—No lights or lamps whatever are allowed to be taken into the spirit room, nor into the store-room specially appropriated for inflammable liquids.

**Magazines and Handing Rooms.**—No naked lights whatever are allowed to be taken into magazines and handing rooms unless the magazine has been emptied of explosives.

**Other Compartments containing Explosives.**—No naked lights are to be taken into other compartments containing explosives except lamps for alternative lighting in action and matches for lighting same (*see* clause 8).

**Submerged Torpedo Flats.**—The same regulations are to apply as stated above for other compartments containing explosives and in addition, except when in the vicinity of explosives, tapers may be used for testing air leaks of torpedoes,

and blow lamps for the repair of torpedoes, provided they are under the direct supervision of a Torpedo Officer, Warrant Electrician, Electrical Artificer or Petty Officer holding a Torpedo Rating.

(G. 9673/22.)

\* \* \* \* \*

**6. Electric Lighting.**—As any danger of fire from electric lighting can only be due to improper fitting of the circuits or neglect of the necessary precaution in working the lights, strict attention is to be paid to the instructions contained in the Torpedo Manual and in any circulars bearing on the subject. No alterations in the circuits fitted by the dockyard are to be made without Admiralty sanction.

The connections of portable lamps in store-rooms and confined spaces are to be unshipped from their sockets when not in use, and the switches of all portable lamps left "off" when done with.

All electrical power should be cut off as quickly as possible from cables passing through a compartment where a fire is discovered, particularly if the fire is adjacent to the electric leads.

(G. 3984/23.)

\* \* \* \* \*

**8. Matches.**—Only safety matches are to be allowed on board and precautions are to be taken in their use and stowage. They are never to be taken into magazines, store-rooms, bread-rooms, slop-rooms, or holds. They are not to be taken into other compartments containing explosives, or into gun houses or gun positions, except in cases where matches are required for lighting secondary lights, when they are to be kept by an Officer, or responsible Petty Officer detailed.

At inspections the inspecting Officer is to satisfy himself that proper precautions have been taken to prevent accidents from their use.

**9. Inflammable Liquids.**—A special store-room under protection, fitted with flooding and ventilating arrangements, should be appropriated for spirits of turpentine, varnishes, light shale oil, and any other highly inflammable liquid which may be specially allowed. Where an existing inflammable liquid store-room is not under protection, alternative war stowage should be provided for in the spirit room, if no other suitable place can be found below.

Inflammable liquids are not to be stowed elsewhere, except that approved quantities of light shale oil for ready use may be stored in the submerged flats, in addition to that kept (in special 2-gallon cans) in the inflammable liquids store-room or spirit room.

**9a. Petrol or Paraffin.**—The instructions in clause 9 do not apply to petrol or paraffin, for which the following arrangements are to be made:—

(a) The cans are to be stowed in open racks, with tray bottoms on the weather deck—clear of the smoking places selected for officers and ship's company. Emergency access to the cans is to be provided.

(b) The cans should not be opened nor the petrol or paraffin poured into the engine on a wood deck. An iron saveall should be provided specially for these purposes and used.

(c) The cans should be stowed in a position from which they can readily be thrown overboard in an emergency.

(d) The petrol and paraffin to be placed in the custody of a responsible officer of the ship, whose duty it will be to watch for leakage.

(e) Attention should be drawn to the danger that would result from any paraffin or petrol vapour finding its way into the lower compartments of the ship, and every care should be taken to prevent such a possibility.

**9b.** Every cask, drum and can which contains any of the inflammable stores mentioned in clauses 9 and 9a is to be distinctly labelled before issue with the words: "INFLAMMABLE, NO LIGHT TO BE BROUGHT NEAR THIS."

**9c.** No cask, drum, &c., containing inflammable liquid is to be completely filled, but sufficient space is to be allowed for the expansion of the liquid under increase of temperature. After emptying, the casks, &c., are to be drained and the threads of the screw bungs and screw lids carefully cleaned and oiled, and screwed up tightly, so as to exclude the air and keep them clean until again required for use.

10. Inflammable liquids are never to be drawn off from any cask or receptacle anywhere else than on the weather deck or the next deck below, and only in daylight away from any fire and, if possible, from any artificial light; but if such a light is absolutely necessary, a safety lamp is to be used.

This does not apply to light shale oil in the Pattern 29 cans, which are suitable for use at the torpedo, without any intermediate exchange of receptacles. These cans are not to be used for any other purpose whatever.

Petrol and paraffin are only to be drawn off on the weather deck.

(N.S. Coal 949/16.)

\* \* \* \* \*

16. **Private Inflammable Liquids.**—No inflammable liquid, nor any substance of an explosive or dangerous character, nor anything susceptible of spontaneous ignition is to be on board as private property without the special sanction of the Admiralty, except the following, which are to be stowed as indicated :—

(a) *Spirits for use of Officers.*—If in casks, to be stowed in the spirit room, and, if in bottles, in the proper store-rooms.

(b) *Oil for Lamps.*—To be kept in tanks similar to those provided for this oil as supplied on the Sea Store Establishments.

(c) *Private Ammunition.*—May be brought on board only by permission of the Captain. The quantity is to be strictly limited; it is not to be stowed with other explosives, but in a position above the water line approved by the Captain.

(G. 01817/18.)

\* \* \* \* \*

## SECTION V. REGULATIONS FOR CLOSING WATER-TIGHT DOORS.

### ARTICLE 542.

\* \* \* \* \*

2. **When to be closed.**—In every ship and vessel, as soon as the anchor is off the ground, all hatches, doors, and valves, automatic or otherwise, below the protective deck, are to be closed by hand, and not opened until the anchor is let go again, except :—

(a) For purposes of ventilation for half-an-hour in the day, or for so long as is considered absolutely necessary by the Captain.

(b) In parts of the ship such as where men are employed or sleeping, in which it is absolutely necessary to keep the door open in order that the spaces may be constantly ventilated.

Men should be specially stationed to close by hand, when required, all openings which are left open by necessity as provided at (a) and (b). All doors above the protective deck are to be closed on the signal being given.

3. **At Sea,** doors are to be kept closed in the engine-rooms and stokeholds except :—

(a) One bunker door in each stokehold and one door between each two bunkers from which the coal is being worked.

(b) The engine room middle line door should be kept OPEN in all Battle-ships older than "Commonwealth" Class, and in all Cruisers older than "Inflexible" Class.

(c) Shaft Tunnel doors may only be open for the time necessary to visit bearings.

4. The large sluice valves fitted in middle line bulkheads of engine rooms are to be kept closed at sea.

(S. 1717/17.)

5. *Cancelled.*

### ARTICLE 543.

\* \* \* \* \*

5. **Ventilation of Enclosed Spaces.**—So far as the construction of the Ship will allow, the following general rules for the ventilation of enclosed spaces when in action are to be observed :—

(a) All the means for ventilating the fighting spaces between decks, such as transmitting stations, telephone exchange, wireless telegraph rooms,

&c., should be maintained open and in full use provided the supply ventilators are not in a position where sea water or heavier than air gases from bursting shell may be sucked in through the system.

(b) It may be assumed that poisonous gases generated on the upper deck of a ship travelling at a high speed will be diluted and removed so quickly as to be harmless.

(c) In ships where sea water is liable to enter the deck ventilators these must be closed, and ventilation effected by the exhaust system.

(d) Table fans fitted in enclosed fighting spaces should be used throughout the period in which these stations are occupied, in order to prevent stagnation, which is one of the most harmful factors of bad ventilation.

The working efficiency of occupants of entirely closed spaces can be maintained for long periods solely by keeping the air in sensible motion, but chemical purity of the air should be maintained by free ventilation whenever possible, for the sake of the health of the occupants as distinguished from their temporary fighting efficiency.

(G. 18523/15.)

The above instructions do not apply to magazines, the ventilation of which is dealt with in Article 192, Naval Magazine and Explosives Regulations.

(G. 9673/22.)

**544. Test of Water-tight Compartments.**—The water-tightness of the compartments of His Majesty's ships is to be tested periodically. Commanders-in-Chief are to order a compartment of each ship to be flooded at least once a year, care being taken that a sufficient head of water is obtained.

If the compartment selected is a small one, such as a wing compartment or small passage, no previous notice should be given, but if it is a large one, notice should be given and due precautions taken to remove any stores or fittings liable to damage, and opportunity should be taken of the ship being at anchor in harbour.

If the compartment tested should not be found water-tight, full investigation is to be made of the cause, and a report forwarded.

**Effect upon Stability.**—Special attention should be given to the effect upon the stability of the ship and its range according to the amount of water admitted at one time, and the position of the compartments flooded.

(S. 6030/12.)

\* \* \* \* \*

**546. Responsibility for Water-tight Doors, &c.**—With the exception of weather doors and hatches fitted on the upper deck, all water-tight doors and all water-tight hatches of whatever nature and wherever fitted, with their securing arrangements and gear, as well as all armoured hatches with their lifting and securing gear, are in charge of the Engineer Officer, who is responsible for their efficiency.

The Carpenter is responsible for the efficiency of all weather doors and hatches on the upper deck, and the side-scuttles and ports.

The responsibility for closing all water-tight doors and hatches is to be allocated by the Captain to those Officers principally concerned in the part of the ship in which the doors are situated.

(N.L. 14688/12.)

\* \* \* \* \*

## SECTION VI. SMOKING REGULATIONS.

**548.** The following regulations with regard to smoking are to be observed in all His Majesty's Ships:—

**1. Appointed Places.**—The Captain will appoint the places in the ship where during prescribed hours the officers and ship's company are to be permitted to smoke, subject to the approval of the Commander-in-Chief at first inspection on commissioning. No alteration in these arrangements so approved are to be made without the sanction of the Commander-in-Chief or Senior Officer of the Station. Details of the smoking arrangements in force are to be included in the Inspection Report.

(N.L. 4682/22.)

\* \* \* \* \*

8. **Officers on shore** in uniform are not to smoke pipes in any public place.  
(*N.L. 11./15293/16.*)

9. **Age.**—No officer or man under 18 years of age, or boy rated as such, is to be allowed to take up tobacco, nor to smoke either on shore or afloat.  
(*N.L. 24019/15.*)

\* \* \* \* \*

## SECTION VII. CLOTHING, CLEANLINESS, AND HEALTH.

551. **Inspections of Clothing and Bedding.**—He will cause the men's clothing and bedding to be inspected by the divisional officers periodically, taking care that the inspections are so conducted as not to be unnecessarily irksome to the men. (*See also Article 620, clause 3.*)

\* \* \* \* \*

553. **Beards and Moustaches.**—The Captain is to permit all the officers and men of the ship, including the Royal Marines, to wear beards and moustaches if they so desire.

When the permission is taken advantage of, the use of the razor is to be entirely discontinued, as moustaches are not to be worn without the beard, nor the beard without moustaches, except in the case of Officers' Stewards and Cooks, and Royal Marines who, whether afloat or ashore, may wear their beards and moustaches, or moustaches only, or be clean shaven, as each may elect.

2. The hair of the beard and moustaches or whiskers is to be kept well cut and trimmed. The Captain is to give such directions as may seem to him desirable upon these points, and is to establish, so far as practicable, uniformity as to the length of the hair, beards, moustaches, or whiskers of the men. If the moustache is grown no part of the upper lip is to be shaven.

(*N.L. 11./61487/16.*)

554. **Cleanliness, Ventilation, &c.**—The Captain will use his best endeavours to ensure that cleanliness, dryness and good ventilation prevail throughout the ship; that all compartments are kept dry, and that the drains are frequently flushed and maintained in good order, also that all ventilation pipes and fittings are efficient and ready for use.

He is to take every means to ensure a thorough natural circulation of air throughout the ship at all times, subject to the regulations in regard to the water-tightness of compartments, and he is frequently to examine the ship in company with the Medical Officer, and when any part is found to be not perfectly clean or free from obnoxious smells, he will cause a thorough examination to be made, so as to detect the cause and remove whatever may tend to engender disease. *See 1286, clause 2 (Samples of Air).*

(*M.D.G. 6442/19.*)

\* \* \* \* \*

4a. **Improvised Accommodation.**—Whenever it becomes necessary to improvise accommodation for officers and men ashore or afloat, he is to cause it to be inspected and reported on by a Medical Officer before being used.

(*M.D.G. 1424/3777/15.*)

\* \* \* \* \*

## SECTION VIII. LOGS, REGISTER AND SIGNAL BOOKS, &c.

### ARTICLE 557.

\* \* \* \* \*

4. **Magazine Log.**—He is frequently to examine the magazine Log which is to be submitted for his approval and signature each week.

(*G. 01817/18.*)

559. **Signal and Wireless Logs.**—The following logs only are to be kept for recording signals and cypher messages:—

(a) **Signal Log (S.323).**—To contain an accurate record in "plain language" of all communications (except those in cypher) received and transmitted either by visual, sound, or W/T signals.



(b) Cypher Log (S.323a.)—To contain a record in “plain language” of all messages received or transmitted in cypher (with certain additional particulars), whether made by visual, sound, or W/T signals, or by land wire.

(c) W/T Log (S.325a.)—To contain a chronological record of all calls, answers, conventional signs, &c., together with an account and certain particulars of all messages read or transmitted by W/T, whether addressed to the ship or not.

NOTE.—The foregoing orders do not apply to Naval Centres or to Shore W/T Stations or War Signal Stations in the United Kingdom, which are subject to special regulations as to keeping Signal and W/T Logs.

2. Precise instructions for keeping each of the above Logs are given in the preface thereto.

3. All logs are to be inspected by the Captain once a week and initialled by him. They are also to be examined by the officer who inspects the ship.

(E.F.O. 11100/20.)

4. Signal and Cypher Logs, when filled up, are (unless otherwise ordered by the Admiralty) to be kept until the ship pays off, and are then to be sent to the Deputy Cashier-in-Charge, Royal Victoria Yard, Deptford, for retention. W/T Logs, when full, are to be retained in the ship for three months, or until the ship is paid off, if within three months, when they are to be destroyed by fire.

5. Signal Logs of Flagships will be preserved for five years, and other Signal Logs for three years. At the end of these respective periods they will be destroyed, except in the case of the flagship of the Commander-in-Chief, Home Fleets, whose signal logs will be kept as permanent records. Signal logs kept by ships on active service during time of war will also be permanently preserved in so far as they are of historical importance.

6. Officers despatching logs to Deptford are responsible that:—

(a) Each log is labelled on the back with the name of the ship and the inclusive dates of its contents;

(b) the logs are securely packed in such a manner as to conceal the confidential nature of the contents of the packages;

(c) each package bears a distinguishing mark on the outside; and

(d) the Deputy Cashier-in-Charge is notified *in advance* of the time and method of despatch and of the distinguishing mark on the packages.

(N. 7603/22.)

7-9 Canceled.

**560. Safe Keeping of Signal, &c., Books.**—The Captain is responsible for the safe keeping of the cyphers and secret and confidential codes and signal books. (See also 1847). He is to appoint a convenient place for the boxes in which they should be kept when not in use. Every care is to be taken in the treatment of the books and they are not to be unduly exposed to the weather.

2. The Officer of the Watch is to be furnished with lists of the cyphers and secret or confidential codes and signal books issued to the Signal and Wireless Telegraph Departments respectively, and is to satisfy himself by personal examination on relieving the deck and at the end of his watch that they are correct. After each examination he is to initial an entry in the signal log to the effect that the books have been mustered and found correct (or otherwise).

3. The Captain is, however, empowered to delegate this responsibility as regards the Wireless Telegraph and Coding Department to the Officer on watch in the Coding Department. Entries recording musters by the Coding Officer should be made in the cypher log.

(M. 09865/15.)

4. During periods when Watch is not being kept in the Signal or Wireless Telegraph Departments, the signal books issued to that department are to be withdrawn and returned to the steel chest. A similar course is to be followed by ships in dockyard hands or alongside jetties, and at foreign ports when visitors are allowed on board; or, in the case of books issued to the Signal Department, between sunset and sunrise by ships in harbour when watch is not being kept by a commissioned officer.

(M./20.)

**560a. Correction of Signal Books.**—The responsibility for keeping corrected to date the signal books in use on deck rests with the Signal Officer, if one is borne, otherwise with the Signal Boatswain or officer in charge of signals.

2. For all other Signal Books, and all cyphers, the responsibility rests with the Coding Officer.

3. In the absence of any of the officers mentioned, the Captain is to make the necessary arrangements.

4. The Captain is to make the necessary arrangements as regards the correction of all other confidential books.

(M. 09865/15.)

#### SECTION IX. INSTRUCTION OF OFFICERS.

**561. Course of Instruction.**—The course of instruction to be observed in the ship as laid down from time to time is to be diligently pursued, under the inspection of the Captain during the whole period of the commission. See 328 and Appendix X., Part I. (*Instruction of Midshipmen*).

The Captain is to detail a Lieutenant-Commander or Lieutenant from the ordinary complement, who is to be responsible to him for the general arrangement of the Midshipmen's instruction.

(C.W. 8774/12.)

\* \* \* \* \*

#### ARTICLE 562.

\* \* \* \* \*

2. The Captain is to arrange that Sub-Lieutenants are detailed as soon as possible after reaching that rank for their period of service in the engine-room in accordance with Art. 954, Clause 4.

3. Sub-Lieutenants serving in Torpedo Boat Destroyers will be detailed for their engine-room training by the Admiralty.

(C.W./13.)

#### ARTICLE 563.

\* \* \* \* \*

(For Training of Boys and Ordinary Seamen, see 375, 375a.)

(N. 12111/22.)

#### SECTION X. GENERAL INSTRUCTIONS.

#### ARTICLE 564.

\* \* \* \* \*

2. He is to take steps to ensure that the machinery is carefully looked after by the staffs on board, and that frequent opportunities are taken to examine and overhaul it, with a view to reducing the possibility of mishaps as well as the number of defects requiring to be taken in hand by the Dockyard.

(S. 13342/13.)

**565. Engine-room, &c.**—The Captain is to visit periodically the engine and boiler rooms and machinery spaces, as well as all other ordinarily accessible parts of the ship.

(N.L. 9954/22.)

#### ARTICLE 566.

\* \* \* \* \*

2. **Artificers and Artisans of Ship to make good Defects.**—He is to cause the artificers and artisans of the ship to repair all such defects, including those of guns, mountings, torpedoes and their discharges, and other naval ordnance stores, as may be within their means, in order that on arriving in port as little assistance as possible may be required from the dockyard or other establishments. For detailed list of defects to be made good by ship's staff, see 1092, also "Memorandum of Instructions to Sea Store Establishment."

3. He is to see that proper attention is paid to the casings of water-tube boilers, and that defects in them, and also generally all other defects within the capabilities of the ship's staff, are duly made good, the necessary opportunities being afforded by Commanders-in-Chief and Senior Officers so far as the exigencies of the service will admit.

4. An officer appointed to succeed another in command of one of His Majesty's ships is, so far as possible, to make himself acquainted with the state of the ship by going round her with the officer whom he is relieving.

5. He is to be furnished with a report, prepared by the Head of each Department, and approved by the officer he is relieving in the command, showing all existing defects in the respective departments; and he should also see the latest form of quarterly Inspection (S.180).

(S. 13342/13.)

6. Should he be dissatisfied with the general state of the ship, or any part of her, he will report the matter to the Commander-in-Chief or Senior Officer.

7. No proposals are to be made for any alterations that would not add to the efficiency of the ship.

#### ARTICLE 567.

\* \* \* \* \*

4. It should be brought to the knowledge of all officers and men that the present service launches and pinnaces will not float when filled with water, even if the mast is unstepped and the removable iron fittings are out of the boats. When these boats are under sail in circumstances that render accidents in the least degree probable, such as during sailing races, &c., such precautions as seem desirable are to be adopted in order to minimise the danger of the boats sinking if capsized, or danger to life if the boat does capsize and sink. The negative buoyancy of a 42-foot sailing launch in ordinary condition of boat service is 38 cwt., which is increased to 45 cwt. when a motor is fitted. The following casks have been found sufficient to maintain buoyancy and stability when the boats were swamped :—

	No. of barrels (36 galls.)	No. of half hogsheads (27 galls.)
42-foot sailing launch - -	14	18
42-foot motor launch - -	17	22
36-foot sailing pinnacle - -	9	12

If other size casks are used, the total capacity should be equivalent to those given in the above table.

5. The safety of men in a boat depends so largely upon their behaviour and upon the skill with which the boat is managed that it is not practicable to state with certainty the number of persons that may be safely carried, but the numbers carried should never exceed those given in the statement of the carrying capacities of the various classes of boats in *smooth water*, printed at the end of the Carpenter's Establishment of Stores under the heading "Life Saving Capacity." As soon as the weather begins to change from "smooth water" conditions, the numbers must be reduced according to the judgment of the responsible officer present, with due regard to the character of the service to be undertaken, the experience of the persons in charge of the boat, and the weather likely to prevail while the boat is away.

Bilge water rapidly reduces the righting power of a sailing boat if the area of the surface of the free water is considerable, although the depth and the total quantity of water in the boat may not be very great.

(N.L. 2654/13 and N.S. 23857/17.)

**568. Accidents and Losses of Stores.**—The Captain is to report, for the information of the Admiralty, in detail, and by the earliest opportunity, whenever any gun, boat, anchor, or any other valuable or important stores are lost, or any mast, yard, or spar is materially injured, or whenever any accident of a serious nature occurs to the ship's hull, machinery, or boilers.

**1a. Cost of recovery.**—When losses occur of important stores which cannot be recovered by the Ship or the local Naval authorities and the employment of private individuals or local authorities is desirable, it should be carefully considered, before a contract is entered into, whether the expenses likely to be incurred would be

justified. It should be understood that the Courts of Admiralty very seldom, if ever, grant salvors more than half the value of the property salvaged, except where the services have been highly meritorious and the value of the property is small. In forwarding the report of loss to the Admiralty, the arrangements made in regard to the recovery of the articles should be stated.

2. When any accident happens which causes entire or partial disablement of the ship for service, or when any serious defect is discovered in the hull, machinery, or boilers, the cause of which is not clear, the senior officer present should direct an inquiry to be at once held as to the cause of the accident or defect, and a full special report with evidence, finding, and sketches should be forwarded to the Admiralty. Pending the inquiry, the defective parts are, if it can be done without inconvenience to the Service, to be left as nearly as possible in the condition in which they were found immediately after the accident occurred or the defect was discovered.

(N.S./I.C. 4871/17.)

2a. The loss overboard of any filled shell, whether fused or not, or of other ordnance stores which are liable to explode, if recovered and mishandled by untrained people, is to be reported to the Senior Naval Officer at naval ports or to the local Port Authorities at other places, to enable them to take steps to prevent accidents occurring.

The report should include all necessary information as to the nature of stores concerned and locality in which lost. Reports to local Port Authorities should also include a warning as to the nature of the risk and the precautions to be taken.

As a general rule the stores, if recovered by the local Port Authority, should be handed over to the Coastguard in the absence of His Majesty's ships, or, where this is not possible, should be dumped in deep water.

(G. 7601/21.)

\* \* \* \* \*

**573. Collision with Merchant Ship.**—The Captain, whenever a collision occurs between his ship and a merchant vessel, in addition to his special report—which in the United Kingdom should be by telegraph, and should include a statement as to where the merchant vessel is to be found, and up to what date, and the owner's name and address—is to transmit to the Secretary of the Admiralty (N.L. Branch), without delay, statements in detail from such of the officers and crew as he may consider desirable, as to the circumstances of the occurrence, and especially as to the following points, so far as they may be applicable :—

- (a) The time and place of collision.
- (b) The name and owner of the merchant ship.
- (c) The force and direction of the wind.
- (d) The state of the weather.
- (e) The state and force of the tide.
- (f) (1) Whether His Majesty's ship was at anchor or under way;  
(2) If under way, the course and speed when the other vessel was first seen to be stated, also any subsequent alteration in course and speed.
- (g) Whether the merchant ship was at anchor or under way; if under way, the course and speed to be stated if possible.

(N.L. 3753/12.)

- (h) The lights, if any, carried by His Majesty's ship.
- (i) The time when the other vessel was first seen.
- (j) The distance and bearing of the other vessel when first seen.
- (k) The lights, if any, of the other vessel which were first seen.
- (l) Whether any lights of the other vessel, other than those first seen, came into view before the collision.
- (m) What sound signals (if any) were sounded by His Majesty's ship and by the merchant ship, and when.
- (n) What measures were taken on board His Majesty's ship, and when, to avoid the collision.
- (o) The parts of each vessel which first came into contact.
- (p) Whether either ship was in tow or in charge of a pilot.
- (q) (1) What acts of negligence (if any) are alleged to have been committed by the merchant ship.  
(2) Whether blame is attributable to those on board His Majesty's ship, and if so, to whom, and to what extent.

(r) An approximate estimate of the cost of making good the damage done to either or both ships. If in consequence of damage to His Majesty's ship, it is necessary to prepare or hire another vessel to take her place temporarily, the cost involved should also be reported.

(s) If the collision occurred between sunset and sunrise the report is to indicate whether the position, brilliancy, &c. of the lights carried complied with the Collision Regulations, and whether any of them were obscured by rigging or other obstruction in the direction from which the ship under way approached. The positions of the lights of each vessel should be indicated as far as possible.

(t) If sound signals are involved, whether in fog or otherwise, information is also to be given as to the efficiency of the apparatus for the making of the proper signals.

(u) The report is to be accompanied whenever possible by a plan or tracing from the chart to illustrate the movements of the two vessels and any other information likely to be of value in enabling a decision as to liability to be reached.

(v) If all the particulars required above cannot be furnished promptly the report should not be delayed, any information that has been omitted being sent in as soon as possible afterwards.

2. A careful note should be made of the foregoing details whenever one of His Majesty's ships comes into such close proximity to another vessel that there is the possibility of damage having been done, as not infrequently claims have been received for damages in cases where the Commanding Officer has reported on inquiry being made that no apparent damage was done to the other ship.

3. When collisions occur or are alleged to have occurred, it is of great importance that the damage caused or alleged to have been caused to both ships shall be surveyed *without prejudice*\* at the earliest possible moment by some competent person who can describe the damage and give some indication of the cost of repairing the same. Diagrams are to accompany the reports of survey, showing in detail the courses taken by the ships, their speed, and their positions at the time of the collision or alleged collision. This survey should be made even when it is believed that the blame for the accident rests entirely upon the other ship. It is important that in all communications with the owners or representatives of the other ship in regard to the survey or otherwise in relation to the collision, it should be made clear that the action in question is being taken "without prejudice," in order to avoid the suggestion of an admission of liability or the waiver of any legal right. If the collision occurs in or near a dockyard, the Superintendent should be at once informed so that he may arrange for the survey. Sketches showing details of the injury to both ships, together with photographs (when practicable), should also be sent. When no dockyard officials are available, sketches and particulars are to be furnished with a view of enabling the angle of impact and the direction and force of the blow to be determined. The direction of advance of each ship is also to be indicated. These particulars are required for the information of the Admiralty only, but the representatives of the owner of the private ship are to be afforded all reasonable opportunities for surveying the damage done to His Majesty's ship in order that they may assess the cost of repairs.

4. Whenever a collision occurs and no blame rests on His Majesty's ship, complete lists of all naval, ordnance, victualling, and medical stores lost or damaged as a consequence of the collision or while effecting repairs, are to be prepared at the earliest possible moment, and sent to the dockyard at which the ship is being repaired or in other cases to the Admiralty (N.L. Branch). These lists need not be valued, but should be accompanied by a statement giving the proportion of the original value at the time of loss. A valued list of private effects lost or damaged should also be forwarded. A detailed statement of the cost of any repairs effected to either ship by the ship's staff (prepared in accordance with Art. 1633) should accompany these lists.

\* These words imply that the action proposed to be taken does not involve any acceptance of liability.

5. The foregoing instructions are not intended to interfere with the authority given to Commanders-in-Chief to settle small claims for compensation for damage in cases where the following conditions are fulfilled, viz. :—

(i) The liability of His Majesty's ship is clearly established.

(ii) The damage has been duly surveyed and the cost involved does not exceed 100%, and does not, when yachts or other non-trading vessels are concerned, include demurrage.

Except as provided above, there should not be any acceptance of liability, and, except in extreme cases, to save life or to avert further serious damage to ship or cargo, no steps should be taken to effect repairs, nor anything done that may be construed into an admission of liability, until orders from the Admiralty have been received.

(C. II. 400/22.)

6. Whenever a collision, or narrow escape from a collision, occurs care should be taken to preserve the deck log, rough engine room registers, and the chart by which the ship was being navigated at the time, and if the ship should be paid off before the case is settled, these books should be forwarded to the Secretary of the Admiralty (N.L. Branch), with a reference sheet giving the necessary reference to the incident.

7. When the Treasury Solicitor considers it necessary for the purpose of civil legal proceedings, he will make arrangements with the Commanding Officer for a representative to visit the ship to obtain information and evidence whilst the events are still fresh in the minds of witnesses. As it would be to the advantage of the Admiralty to produce in any civil legal proceedings the evidence of surveyors accustomed to dealing with collision litigation, the Treasury Solicitor has been authorised to instruct such a surveyor, when he considers it necessary, to report to him after surveying both ships. The arrangements will be made direct by the Treasury Solicitor with the Commanding Officer of the ship or with the Superintendent of the dockyard as required. The experts thus employed will be selected from a list sanctioned by Their Lordships. The existing procedure as to the damage during coaling (Form S.1307) will not be affected.

8. Any ship, British or foreign, that has caused injury to any property of His Majesty anywhere can be arrested (when within the jurisdiction) by process of law. A foreign ship, where it appears that the ship will have departed from the United Kingdom or from territorial waters before legal process for her arrest can be applied for, if found in any port or river of the United Kingdom or within three miles of the coast thereof, may be detained under the provisions of sections 688 and 692 of the Merchant Shipping Act, 1894, by the officer commanding His Majesty's ship which has suffered damage (being a commissioned officer), or by any commissioned officer on full pay, until application for her arrest by legal process can be made; but this power should only be exercised in very exceptional circumstances, and when (1) there are reasonable grounds for believing that the ship, unless detained by such officer, will sail from the United Kingdom before an application for her arrest can be made to the Court; (2) there is *prima facie* no reason to doubt that the damage was due to the negligence of those on board the foreign ship; and (3) the foreign ship is not one regularly calling at ports of the United Kingdom. When the power of detention is exercised a telegram stating the name of the ship detained and where she is detained must be at once sent by the officer who has detained her to the Admiralty and to the legal adviser to the Admiralty in England, Scotland, or Ireland, according to the locality of detention, so that application can be made as soon as possible to the Court for the arrest of the ship by legal process, and the local Officer of Customs should also be informed in order that he may refuse to clear the ship outwards, or to grant to her a transire, pursuant to the provisions of section 692 (3) of the Merchant Shipping Act, 1894.

573a. Fishing Vessel Log.—The Captain is to see that the Instructions contained in the Fishing Vessel Log are carefully complied with.

(M. 16237/13.)

## ARTICLE 574.

\* \* \* \* \*

2. Officers in command are to report to the Admiralty by wireless telegraphy the position and description of any derelict vessel or dangerous floating obstruction whenever sighted. Mercantile shipping in the vicinity should be warned by visual signal or (subject to the rules which govern such communication) by wireless telegraphy. If out of touch by wireless telegraph, they are to report by telegraph from the first port of call, the date, position, and description of any derelict vessel or dangerous floating obstruction which may have been sighted during the voyage. (M. 12789/13.)

**575. Serious Illness.**—At home, whenever the state of health of an officer or man serving in a ship or under treatment in a naval hospital gives cause for grave anxiety, the nearest relative or friend (where known) is to be informed by telegram without delay. If an officer, a report should also be telegraphed to the Admiralty and to the Commander-in-Chief. The report should invariably state the nature of the illness, and whether the nearest relative or friend has been informed or not.

2. When an officer or man is discharged (at home) to a civil hospital or to the care of a surgeon and agent, the name and address of the nearest relative or friend is to be furnished to the civil hospital or surgeon and agent. The sick voucher (Form S.47) may be used for the purpose. If the condition of the patient at the time of discharge is dangerous, action is to be taken as in clause 1.

(N. 16108/12.)

3. Abroad, if the state of health of an officer, man or boy gives cause for grave anxiety, or if the illness of an officer is so serious as to make it clear that he will not be able to return to his ship, a report is to be telegraphed without delay to the Admiralty, who will take steps to inform the relatives. Further reports as to the progress of the patient should be telegraphed at intervals of not more than seven days until the case ceases to occasion anxiety, when a report to this effect should be made. If the patient has been landed, arrangements for such periodical reports should be made with the Medical Officer in whose charge the case is left.

(N.P. II./1581/22.)

**4. Casualties, Deaths, &c.**—All casualties, including deaths from any cause whatsoever, wounded, missing and prisoners of war, are to be reported to the Admiralty by telegraph at the earliest possible moment. The Captain is also to report without loss of time on Form S.1121 direct to the Admiralty, as well as to the Commander-in-Chief, the death of any officer, man or boy who is borne on the books of the ship for pay (including cases referred to in Article 1427), for victuals, or as provided for in Article 601 for discipline only, whether the death occurs on board or elsewhere, taking care also that, if a man or boy, the death is at once communicated to his nearest relatives or friends. (See 1857. *Deaths to be recorded in log and reported to Registrar-General of Births, Deaths and Marriages.*)

If the death occurs in a Naval hospital or sick quarters at home, the relatives, where known, are to be informed by telegraph.

Where the death occurs at home and previous inquiries have been made by relatives, the responsible officer has discretion to telegraph to them, but ordinarily they should be informed by letter. Telegrams to relatives from abroad are not authorised.

**5. In Hospital.**—If the illness or death of the officer or man occurs at a Royal Naval Hospital or Sick Quarters, the Principal or Senior Medical Officer or Surgeon and Agent is to forward the telegraphic report referred to in clauses 1, 3, and 4, but if elsewhere, the Commanding Officer of the ship on whose books the officer or man is borne is to forward this report.

6. Telegrams on these subjects which may be sent from a ship direct to relatives, except as specifically provided for in this article, must be considered as private messages and paid for accordingly.

7. When the death of a man or boy is reported to the Admiralty, the rating and official number is to be stated.

**8. Drowning.**—In drowning fatalities where the body is not recovered at the time, particulars of the occurrence, with a full description for purposes of identification, are to be forwarded to the local Senior Naval Officer at home, or left with the Consular Authority abroad. Form S.243, altered as necessary, should be used for the purpose. (N.L. 5295/23.)

**576. Accidental Deaths.**—The circumstances attending the accidental death of, or serious bodily injury to, an officer or other person belonging to His Majesty's Navy and borne on ship's books, are to be at once investigated by a court of inquiry composed of members specially qualified to deal with any technical questions involved. One member of the court should, if possible, be a medical officer, and medical evidence as to the cause of the death or injury should always be taken.

\* \* \* \* \*

4. If a formal court of inquiry cannot be held, a full and detailed report of the occurrence is to be forwarded to the Admiralty, together with a statement of the reasons which prevented the holding of a formal inquiry.

5. The disappearance of a man who is missing in circumstances that point to the possibility of accidental death is to be similarly investigated and reported.

(N.L. 3101/21.)

#### ARTICLE 577.

\* \* \* \* \*

2. In order that the Admiralty may, if possible, be legally represented at the coroner's inquest or, in Scotland, at the public fatal accidents and sudden deaths inquiry, the Captain will immediately acquaint—

(a) if in England—the local agent of the Treasury Solicitor, or, if there is no local law agent and if time permits, the Admiralty. In an emergency, when time does not permit of instructions being obtained by telegraph, a local firm of solicitors of repute may be employed to represent the Admiralty;

(b) if in Scotland—the legal adviser to the Admiralty in Scotland;

(c) if in Ireland—the Treasury Solicitor in Ireland.

(N.L. 3101/21.)

\* \* \* \* \*

#### SECTION XI. MAILS.—ARRANGEMENTS FOR DESPATCH AND DELIVERY.

**579. Postman.**—The Captain is to take care that a trustworthy Non-Commissioned Officer, Petty Officer, or (in ships where it is impossible to provide a Petty Officer) Leading Seaman, is selected to do duty as postman, to whom he will give written authority to receive all postal packets and mail bags from the Naval Mail Office or Post Office. The authority, which should be signed by the Commanding Officer, is to be directed to a particular Post Office and dated for the anticipated period of use; it should also bear the postman's signature. The postman should produce the authority at the Post Office, signing in a duplicate book (Postmasters No. 1134) for all registered postal packets received, and should be given the duplicate copy of the list—the original being retained at the Naval Mail Office or Post Office. It is the duty of the postman to check the list with the articles received, before leaving the office.

(N.L./Sta. 5546/23.)

2. **Postal Packets for Ships at Home.**—On arrival on board the postman is to deliver the postal packets, whether for his own or for other ships, to the Executive Officer together with the list of all registered postal packets, bags and packages which he received before leaving the issuing office. The postal packets for the ship will then be entrusted by the Executive Officer to the Master-at-Arms, who, before they are distributed will date, time and paste into Form S.568 (Form S. 568a should be used in Destroyers), the duplicate list (Postmasters No. 1134) for his own ship. Registered postal packets for other vessels of the same flotilla or squadron are to be dealt with as provided in clause 2a. The registered postal packets entered on the list are to be signed for in S.568 or S.568a on delivery, by the persons to whom they are addressed and by the postman who issues them, and each entry is to be countersigned by the Master-at-Arms. If any registered postal packets cannot be delivered immediately, the fact is to be reported at once to the Executive Officer in order that steps may be taken for their safe custody in the meantime. Registered postal packets are not to be entrusted to any other



person for delivery without being duly signed for. It is important that the signatures thus obtained should be legible to enable missing packets to be traced throughout.

2a. When one postman is authorised to receive the mails for several vessels of the same flotilla or squadron the Executive Officer to whom he delivers the mails is to see that full particulars of the registered packets for each ship other than his own are entered in Form S.568 (or S.568a), and the packets placed in safe custody until called for. The relative lists (Postmasters No. 1134 or S.566) should not be used as they will be required in the vessel to which the packets are addressed. If the registered packets for other vessels are in sealed bags, these would not be opened, but full particulars of each bag are to be entered in S.568 (or S.568a). Each registered packet or bag is to be signed for in S.568 or S.568a by the authorised postman from the vessel to which it is addressed.

(N.L. 13030/22.)

3. Where registered postal packets are received on board in a sealed bag, they should be checked against the advice list enclosed in duplicate in the bag. If correct, the lists should be signed and dated, one copy duly pasted into S.568 (or if a destroyer S.568a) and the other returned by first post to the Naval Mail Office or Post Office from which the mail was despatched. If there is a discrepancy between the postal packets advised and those received, the matter should at once be reported to the Executive Officer, the bag, string and seal being retained for the purpose of any necessary enquiry.

4. **Re-addressing of Postal Packets.**—Postal packets addressed to persons no longer serving in the ship are to be re-addressed and forwarded, or returned to to the Naval Mail Office or Post Office authorities without delay. If returned to the Post Office authorities, the reason of non-delivery must always be endorsed upon the cover by the Master-at-Arms, who must initial the endorsement. Registered postal packets so returned should always be entered on the list of outgoing registered postal packets (S.579a) sent to the Naval Mail Office, or Post Office, for transmission. The office of origin, registration number, and name of addressee should be entered, followed by the word “Re-directed” or “Undelivered.”

A note should also be made on Form S.568 (or S.568a) showing how the registered article was disposed of, including date of disposal.

The original list received with the packet or packets should always be signed, cleared and promptly returned when necessary.

(M. 22237/22.)

**580. Registered Postal Packets sent from Ships.**—A certificate of posting on the Form S.579b supplied for the purpose, in each case, is to be given on board His Majesty's ships to the sender of a registered postal packet when handed in for posting.

At home in time of peace all postal packets sent from a ship or Naval Establishment to a Post Office to be registered are to be given to the Master-at-Arms, to be recorded by him in the triplicate book S.579a. The original and duplicate forms S.579a are then to be extracted from the triplicate book and handed with the registered postal packets entered thereon to the ship's postman, who should sign the triplicate form S.579a (which is retained by the Master-at-Arms in the book for reference) as an acknowledgment that the registered postal packets have been entrusted to him by the Master-at-Arms for conveyance to the Post Office. One copy of form S.579a will be retained by the receiving officer at the Post Office and the other will be dated, signed and returned by him to the ship's postman. On his return to the ship, the latter copy is to be delivered by the ship's postman to the Master-at-Arms, who will paste it into the book S.579a next to its triplicate copy. In time of war or emergency, however, postal packets intended for registration will be sent through Naval Mail Offices or direct to the General Post Office and the procedure shown in clause 2 is to be followed.

2. Abroad, and during hostilities in home waters, postal packets intended for registration should be placed in a separate bag which must be securely tied, sealed and addressed to :—

G.P.O. for transmission.

(Registered Mail.)

From H.M.S..... Date.....

This bag should be enclosed in the ship's bag unless delivered direct to a Naval Mail Office.

One list will be retained at the General Post Office, the other will be dated, signed and returned to the ship, where it should be pasted into S.579a. Lists not returned within a reasonable time should be written for.

When more than one sheet of the triplicate book S.579a is used for a despatch, each sheet should be consecutively numbered and the final sheet should carry a summary showing the grand total of registered items forwarded in the mail.

3. Registered postal packets sent from England to His Majesty's Ships on a foreign station, which may be undeliverable, should not be reposted on shore, but should be returned to England by the next mail enclosed in the registered bag and advised on list S.579a. The office of origin, registration number and name of addressee should be furnished, followed by the word "Redirected" or "Undelivered," as the case may be.

(M. 22287/22.)

From His Britannic Majesty's Ship, " \_\_\_\_\_,"  
at.....

The position of the ship is to be omitted in time of war or emergency.

(M. 22287/22.)

■ The registered packets are also entered in detail on a separate list made out in duplicate. The total should be signed for on the lists by the officer opening the mail and one copy of the list should be returned with the Letter Bill.

(N.L. 3686/23.)

113

The procedure detailed in Article 579, clause 4, should be followed in the case of postal packets which may be received for persons no longer serving in the ship.

**3. Unpaid Postage.**—Where insufficient postage has been prepaid on a postal packet (other than a parcel) the amount of the deficiency marked on the packet should be recovered from the recipient. These sums are to be collected by the Master-at-Arms and handed to the Accountant Officer, who is to debit himself with the amount in his current cash account, as an extra receipt, under the head of "His Majesty's Postmaster-General. Unpaid postage recovered."

The debit in the cash account is to be supported by a voucher, made out on Form B, A.G.D. No. 358. In all cases of disputed charges the amount charged should be paid, and the covers of the packets sent to the General Post Office in order that an explanation may be furnished.

**4. Mails received in a Ship for Conveyance.**—A record is to be kept in Form S.568, or if a destroyer, in S.568a, of all bags of mails which may be received for conveyance and a receipt should be obtained when they are transferred. This receipt should be pasted into Form S.568 or S.568a. (M. 22287/22.)

*Procedure at Naval Mail Offices.*

**582a. Registered Postal Packets received from the Post Office or Naval Mail Offices.**—Upon receipt of a mail containing registered postal packets the bag must be carefully examined to see that there is no tear in it, that it is securely tied, that it bears the seal of the Despatching Office and that it has not been tampered with in any way. The contents of the bag should be checked against the advice list. Each entry should be ticked and the total of the items should be written at the foot of the entries and should be initialled. If a registered letter or registered bag advised on the list cannot be found its absence should be immediately reported by Service message to the Despatching Office, the bag, string and seal being retained for the purpose of enquiry if the discrepancy is not cleared up. In the absence of any report, it will be assumed that the registered letters and bags were duly received as advised. The registered letters should be sorted and listed to the various ships as explained below. The advice lists should be dated and filed.

**2. Registered Parcels received from the General Post Office, London.**—Registered parcels will be enclosed by the Post Office in bags addressed direct to the various ships, the bags being enclosed in an outer bag addressed to the Mail Officer. An advice list of the several bags will be enclosed in the outer bag. The list should be checked and if correct should be signed, dated and returned to the Parcel Office, Mount Pleasant, London, W.C. Any irregularity should be reported as in the case of registered letters. The ship's bags should not of course be opened, but should be passed to the ship as shown below.

**3. "Hand to Hand" Check.**—Great importance is attached to the "Hand to hand" check, which must be maintained. No one in a Naval Mail Office may transfer a registered postal packet or a registered bag to another person in the office or to a ship's postman without obtaining a signature for it.

**4. Registered Postal Packets forwarded to H.M. Ships through other Naval Mail Offices.**—Owing to frequent movements of His Majesty's Ships at short notice, registered postal packets received at a Naval Mail Office should as far as possible be listed direct to Flag and Senior Officers, individual ships, Depot Ships, &c.

When a registered letter bag is made up the registered letters should be entered on Form S.566 which should be prepared in triplicate, the original page being retained and the other two enclosed with the registered postal packets in the sealed bag. The lists should be numbered consecutively and the final list (or the single list if only one is sent) should be marked "Final." The final list should carry a summary showing the grand total of registered items forwarded in the mail, followed by the words "In one sealed bag," and the despatching officer (or if the bag is transferred to another person, that person) should sign against the entry. The bags should then be passed, advised on Forms P.1166 from one Naval Mail Office to another, separate forms being invariably used for each Squadron, Flotilla, &c. The triplicate copy of the form S.566 is due to be returned to the Naval Mail Office after the bag has been opened on board the ship (see Article 579, clause 3) and if not returned within a reasonable time it should be written for.

**5. Number of Registered Letters not sufficient to necessitate making up of a Registered Bag.**—If less than six registered letters for any ship are received (as may

happen in the case of many Auxiliaries or other ships attached to a particular base) and have to be forwarded to another Naval Mail Office they should be entered individually on Form P.1166, the consecutive numbering indicated in clause 4 being continued. The registered postal packets should be tied up with the list and enclosed with any sealed bags containing registered postal packets in the outer bag for the Mail Officer.

**6. Auxiliaries temporarily at Ports where there is no Naval Mail Office.**—In cases where Auxiliaries are temporarily at Ports where there is no Senior Mail Officer or Naval Mail Office, registered postal packets and registered bags should be listed to the Postmaster on Form P.1166 and he will deal with their disposal in accordance with Post Office procedure.

**7. Delivery of Registered Postal Packets and Sealed Bags containing them to Ship's Postman.**—Registered postal packets and sealed bags containing them which are called for at a Naval Mail Office by a ship's postman should be entered on list P.1134 and must in all cases be signed for by the postman. The lists are in duplicate. One copy should be retained, and the other handed with the items advised on it to the postman, who will proceed as indicated in Article 579, clauses 1 and 2.

A separate list should be prepared for each ship. A registered bag should always be made up if there are six or more registered postal packets for a ship. The postal packets should be listed on form S.566 as described in clause 4, two copies of the list being enclosed in the bag, which should then be entered on list P.1134 and signed for as explained above.

**8. Ship's Postman not able to Call at a Naval Mail Office.**—If it is impossible for a ship's postman to call at the Naval Mail Office for registered postal packets, the person who conveys them to the ship should give a receipt for them on the copy of list P.1134 which is retained at the Naval Mail Office. On the other copy he should obtain the signature of the person on the ship to whom he delivers the packets and should bring that list back to the Naval Mail Office, where it should be filed.

**9. Registered Postal Packets for Ships that have Sailed.**—In cases where registered postal packets or registered bags are received at a Naval Mail Office for a ship that has sailed, the packets or bags should be forwarded to the appropriate Mail Officer and should be listed as shown in clause 4. A note indicating how the packets or bags have been disposed of should be made on the list which accompanied them when they reached the Naval Mail Office.

**10.** It is not necessary for one Mail Officer to give a receipt to another Mail Officer or Postmaster for registered postal packets received. As the receiving office is a stationary one from which further trace can be pursued, it is sufficient for the purposes of the despatching office to know from the duplicate copy of Form P.1166 that all the postal packets have been duly sent. In the event of any discrepancy a Service Message should have been received (*see* clause 12).

**11.** All postal packets made up in sealed bags for Flag Officers, Senior Officers of Flotillas, individual ships, &c., should be labelled accordingly, and again enclosed in outer bags, sealed, and addressed to the Senior Naval Officer of the base, to the Mail Officer, or to the Postmaster, as the case may be. Should the amount of ordinary postal matter not justify separate bags, a miscellaneous bag should be made up for the Senior Naval Officer, or Mail Officer, of the base.

**12.** Excepting in the cases mentioned in the following clause the despatching office should always advise the next office by Service Message of the number of bags of mails despatched, both of unregistered and registered postal packets, and it is the duty of the receiving office immediately to acquaint the despatching office by Service Message of any discrepancy, either in the number of bags advised or in the registered postal packets and lists contained in the bags. Should no such Message be sent it will be taken that the mail and contents were correctly received.

**13.** In those cases where regular despatches are made up by certain Naval Mail Offices to Senior Naval Officers, or other Naval Mail Offices, the number of bags of mails sent need not be advised by Service Message, provided that the number of bags sent is clearly indicated on the labels by any suitable method. The method adopted should be explained to all concerned.

(M. 22287/22.)

## SECTION XIV. DISCHARGE OF OFFICERS AND MEN.

**596. Officers Absent : Ship about to Sail.**—If any officers should be absent from the ship when the Captain receives orders to sail for a distant port or a foreign station, or to hold himself in readiness to sail, he is to report their names at least three days beforehand to the Commander-in-Chief on Form S. 219 in accordance with the directions contained therein, so that, if necessary, other officers may be appointed in their stead. If no officers are absent the fact is to be reported to Commander-in-Chief by signal.

(C.W. 6033/23.)

**597. Discharge from Ship.**—He is not to discharge any person from the Ship's books without the authority of the Admiralty or of his superior officer, except for one of the following reasons, namely, death, desertion, transfer to some other ship, discharge to half-pay on supersession, or dismissal by sentence of court martial; and, at home, discharge to shore on expiration of engagement except where the men have completed time for pension and in the circumstances referred to in Art. 598.

(N.L. 7397/13.)

## ARTICLE 599.

\* \* \* \* \*

2. On the discharge of such men to the general depôt, or receiving ship, the date on which they were checked to hospital is to be noted on the transfer list in addition to the other particulars required by the form.

(N.P. IV./104/21.)

\* \* \* \* \*

**600. How Borne when Discharged from Hospital.**—Petty officers, seamen and boys who may be left in hospital when the ships to which they belong sail from England, are, when sent from the hospital to the depôt, to be borne for disposal. Marines are to be sent to the nearest divisional headquarters.

(N.P. IV./104/21.)

**601. Hospital Patients due for Discharge, Time Expired.**—Any Naval rating or Marine who is under treatment in hospital at the date due for discharge on expiration of period of engagement is to be retained in the Service on full pay (subject to the usual hospital stoppages for misconduct) until—

- (a) he has recovered from his illness and is discharged from hospital cured or relieved; or
- (b) he is invalided and the period of the 28 days' invaliding benefit has expired.

Vacancies in such cases will not reckon until the date of discharge. Men retained in hospital after discharge as at (b) are not to be subject to the Naval Discipline Act.

(N.P. IV./1405/22.)

**601a.** Men belonging to home port divisions, serving on foreign stations, who are desirous of residing abroad for family reasons after invaliding, may be invalided at naval hospitals abroad.

2. The medical invaliding forms, D. 145, D. 145B, N. 201, and for tuberculosis M. 133 also, duly completed, are to be forwarded without delay to the Secretary of the Admiralty (A.G. Branch 17) accompanied by a copy, on Form S.1243, of the man's service certificate. The original service certificate, completed to the date of ceasing pay, should be handed to the man.

3. Such ratings are to be required to certify in writing that they renounce all claim to passage to England or elsewhere at Government expense.

4. The Commodore of the man's Depôt is to be informed always of invalidings under this Article.

(N. 5573/23.)

**602. Discharge by Purchase.**—Men and boys serving in the Royal Navy under continuous or special service engagements, and Boy Servants, or Officers' Stewards and cooks trained from boy, serving under non-continuous service engagements are permitted, in exceptional cases, to purchase their discharge.

Discharge cannot be claimed as a right, however, and nothing in these Regulations shall interfere with the power of the Admiralty to suspend discharge by purchase at any time, or to refuse discharge in a particular case.

1a. Except in very special circumstances, applications for discharge by purchase from men who are eligible for the Royal Fleet Reserve will only be approved on condition that such men enrol in the Reserve, provided they are recommended for it.

2. Application for the discharge of a man or boy by purchase should be made to his Captain. The Captain is to be careful not to entertain or forward an application without fully satisfying himself that the applicant has good and substantial reasons for seeking the discharge, and is to state whether or not the application is recommended by him as in the real interests of the man.

2a. **Discharge on Compassionate Grounds.**—Priority will be given to applications for discharge on compassionate grounds, *i.e.*, those in which it is clear that undoubted material hardship to a man's dependants is involved by his retention in the Service.

Proof will be required that the circumstances of the dependants have changed for the worse since the man entered the Service, and that the applicant is contributing to their support, through Service channels, an amount of his pay which inflicts hardship upon him, and which he could better afford as a civilian.

2b. **Free Discharge.**—It is the intention to allow free discharges only on compassionate grounds when the necessary money cannot be raised for discharge by purchase. In forwarding applications, therefore, for discharge on compassionate grounds the Commanding Officer should state whether or not the purchase money has been offered or lodged and, if not, whether he is satisfied that the circumstances of the applicant and/or his family preclude the possibility of purchasing his discharge.

2c. **Method of Forwarding Applications.**—With a view to such discharges as it may be possible to grant being effected in order of the urgency of circumstances of each application, Commanding Officers are to investigate each application and forward to the Commander-in-Chief or Flag Officer Commanding the Squadron those which they recommend. Applications are not to be forwarded to the Admiralty direct.

Applications are to be on Form S.222 and are to be accompanied by certificate of service (or an attested copy) and all relevant particulars, including details of intended employment and rate of wages offered, and Medical Certificates where applicable.

2d. Flag Officers in Home Waters are to transmit periodically (not more than once in each month) to the Admiralty lists of men whose discharge they recommend :—

- List (a) On Compassionate Grounds.
- List (b) Ordinary Applications.

The names should be shown in each list in the order in which release is recommended, and it should be stated when the application is forwarded on compassionate grounds, whether free discharge is recommended.

Lists of Royal Marines should be forwarded direct to the Adjutant-General, Royal Marines, to be dealt with under Article 1172, King's Regulations and Admiralty Instructions, and Article 87ff, Instructions for Royal Marine Divisions.

2e. Lists are to give full name, rating, port division and official number of each applicant, together with a brief summary of the grounds on which discharge is recommended. All applications on compassionate grounds must, in addition, be accompanied by the full particulars referred to in clauses 2a and 2b.

2f. The names of Naval ratings on whose applications no decision has been received should be included in subsequent lists if still recommended, a reference to the previous lists being given. Names of Royal Marines once sent in need not be repeated.

2g. Where the applications are specially urgent they may be submitted by Flag Officers without waiting for the periodical lists.

(N. 3480/23.)

3. On the Home Stations discharge by purchase may be authorised by the Commanders-in-Chief \_\_\_\_\_ and the Admiral Commanding Coastguard and Reserves, without reference to the Admiralty:—

- (a) Where the applicant has less than three months' service.
- (b) Where the applicant has over 6 years' service and satisfactory evidence is produced that he has good employment to go to.
- (c) In the case of Boy Servants (N.C.S.) and Officers' Stewards and Cooks (N.C.S.) trained from boys.

A quarterly return is to be rendered to the Admiralty showing the number of discharges granted under the above authority.

In other cases at home Admiralty authority is to be obtained.

(N. 13635/22).

4. On foreign stations, discharges are not to be allowed, except under pressing circumstances, when the decision will rest with the Commander-in-Chief, or in his absence with the senior officer present, if of flag rank.

When discharge by purchase abroad is authorised, Form S. 222, showing the circumstances, is to be forwarded to the Admiralty (see 1337, clause 5).

(N. 8753/11.)

5. **Scale of Payments.**—The following is the scale of payments for discharge from the Service for men and boys, including marines, on and after the 1st July, 1920:—

Boy Servants (N.C.S.) under training and Officers' Stewards and Cooks (N.C.S.) trained from boy who are serving under their first engagement	£ 10
C.S. or S.S. ratings within three months from date of entry	20

NOTE.—Post Office messengers entered in the Navy on or before 31st March, 1924 as Boys for training as Telegraphists will be allowed, if they fail to qualify for the W/T Branch, to purchase their discharge for 20*l.* as an alternative to serving as Signal or Seamen Class Boys.

C.S. or S.S. ratings after three months from date of entry—

(a) Artificer Apprentices, Ordnance Artificer Apprentices, Electrical Artificer Apprentices, Shipwright Apprentices, and men of these classes trained from boy with less than 4 years' service from date of advancement to man's rating	£ 75
	(N. 609/23.)

Men of the above classes trained from boy, with more than 4 but less than 6 years' service from date of advancement to man's rating

50

(b) Others:—

Boys and marines under 18 years of age, including boys specially advanced to man's rating under 18 years of age

40

Men:

(i) With less than 4 years' service from age of 18	£ 48
(ii) After 4 years' service from age of 18	36
(iii) After 6 years' service from age of 18	24
(iv) After 16 years' service from age of 18	Free.

NOTE.—Service under (a) and (b) must be actual service in receipt of wages as recorded on the service certificate calculated to the date of discharge (see Art. 1337, clause 1), excepting that, when discharge by purchase is sanctioned of a boy received from a mercantile training ship, for whom a capitation grant has been paid, the amount of purchase money is to be arrived at by reckoning the time served on board the mercantile training ship as if it had been served in a training ship in the Royal Navy. Free discharge, under (iv), either at home or abroad, is only to be granted with prior Admiralty approval.

6. Special Service ratings discharged by purchase are thereby released from service in the Royal Fleet Reserve as well as in the Royal Navy.

\* \* \* \* \*

8. As a rule payment of the purchase money will not be required before the discharge has been approved. If the men are serving in home waters, it is to be

paid in the man's ship before his discharge to dépôt, if approval of discharge has been received; otherwise, and in the case of men serving abroad, to the Accountant Officer of the dépôt.

In any case, however, where the Captain may consider it desirable, he may require or allow the purchase money to be deposited at the time of application, or before sending the man home or discharging him to a dépôt after the discharge has been approved. If a man is discharged to another ship or to a dépôt after his discharge is approved, Form S. 222 is to bear a statement signed by the Captain showing the authority for discharge.

**9. Kits on Discharge.**—Officers' Stewards and Cooks (N.C.S.) trained from boy who are serving under non-continuous service engagements, Boy Servants (N.C.S.) under training, and other boys discharged on payment of 20l. or less are not to be allowed to take away the whole of their kit.

Men discharged for 20l. or less are not to be allowed to take away the whole of their kit if they hold ratings allowed a free kit on entry. \_\_\_\_\_ | \_\_\_\_\_

It is left to the discretion of Captains to determine the actual articles of clothing to be taken away, but they should only be sufficient to enable the men or boys to return to their homes decently dressed. The articles retained are to be sold in the customary manner for the benefit of the Crown. (N. 13635/22.)

**603. Re-entry after Discharge by Purchase.**—One-half of the amount paid for a Continuous or Special Service man's discharge from the Navy will be refunded if he is allowed to re-enter the Service within two years of discharge.

2. One-half of the purchase money paid for the discharge of a boy, entered under a continuous service engagement, from the Navy will be refunded if he is allowed to re-enter within six months. No repayment will be made if the period of absence exceeds six months, whether he re-enters in a man's rating or not.

3. No part of the purchase money paid for discharge from the Army or Royal Air Force will be refunded in respect of entry in the Navy and *vice versa*.

NOTE.—No repayment will be made in respect of enrolment in the Royal Fleet Reserve or re-entry in the Navy for non-continuous service. (See 1172 as regards Royal Marines.)

(N. 3838/23.)

**604. Where Discharged.**—Men and boys whose discharge from the Navy is due (or has been ordered) in the United Kingdom, are to be discharged to the shore direct from their ships without passing through the dépôts, except as stated in Clause 2. See 1171, Clause 2 (*Royal Marines*) and 1505 (*Travelling Warrants*).

(N. 16034/21.)

\* \* \* \* \*

3. To ensure that the Employment Department of the Ministry of Labour shall be in a position to keep in touch with men discharged from the Service, and to assist them towards civil employment, if required, Form S. 1300 is to be rendered in respect of every man discharged.

4. The form is to be filled up in the ship, hospital, or other establishment from which the man is discharged to the shore, and is to be signed by the Commanding Officer or his representative. It is to be forwarded to the Director of the Employment Department, S. Section, Ministry of Labour, London, S.W.1. The fact that this form has been so rendered is to be noted on Form S.161, reporting the discharge.

5. Where men of general character not inferior to "good" desire employment in London or in places where there are branches of the National Association for the Employment of Regular Sailors, Soldiers and Airmen, a duplicate copy of Form S. 1300 is to be forwarded direct to the Secretary of the National Association at the Head Office, or of the local branch concerned, by the ship or establishment from which the man is discharged. The form is not to be given to the man himself.

6. The form need not be rendered in respect of men discharged to shore outside the United Kingdom, or other men who are at once proceeding abroad.

(N. 5605/23.)



**604a. Trade Certificates.**—When a man is sent to depôt from any ship or establishment, as a preliminary to final discharge to shore for any reason other than misconduct, the ship or establishment concerned is to make out a Trade Certificate on the appropriate form before the man is discharged to depôt. The Trade Certificate is to be attached to his papers, and handed to him on final discharge. (N. 340/23.)

#### SECTION XV. MISCELLANEOUS.

**606. Legal Assistance.**—In criminal cases of such urgency that immediate action is absolutely necessary, legal assistance may be obtained, as follows :—

(a) In England—from the local Agent to the Treasury Solicitor.

(b) In Scotland—from the Crown Agent, Edinburgh; but when an ordinary criminal prosecution requires to be conducted application should be made direct to the Local Procurator Fiscal, who undertakes such prosecutions in the public interest.

(c) In Ireland—from the Chief Crown Solicitor in Ireland, Dublin Castle.

A report of the circumstances is to be forwarded to the Admiralty.

2. In criminal cases which are not so urgent, and in all other cases, except inquests (*see* Art. 577), when legal aid is required for official purposes, the matter is to be referred to the Admiralty.

(N.L. II./43340/16.)

**607. Treasure shipped.**—Treasure is not to be embarked in H.M. Ships, except upon receipt of definite instructions from the Admiralty or from the Commander-in-Chief on a Foreign Station.

(N.L. 18303/14.)

2. When treasure is conveyed in His Majesty's Ships (except on behalf of His Majesty's Government or of a British Dominion or Colonial Government) a charge will be made for freight. The rate of charge will be assessed on the declared value in sterling of the treasure accepted for conveyance. For freight only, the charge will be at the current market rate, which, if it be not ascertainable from local representatives of shipping companies, may be learnt by telegraphic enquiry of the Admiralty. On rare occasions, when the conveyance of treasure is of national utility and the consignor is unable to effect his own insurance, the insurance risk may be undertaken on behalf of the Admiralty and a charge made for freight and insurance at the rate of twenty-five shillings for each hundred pounds sterling. The charges are to be collected, whenever possible, either on receipt of the treasure for conveyance or on its delivery to the consignee and are to be taken on charge by the Accountant Officer, who is to debit the amount in his Cash Account.

3. On the occasion of each conveyance of treasure in His Majesty's Ships, a report is to be made to the Secretary of the Admiralty stating the nature and value of the treasure, from whom it was received and to whom consigned, whether it has been safely delivered and a receipt for its safe delivery obtained, whether charges cover insurance as well as freight, their rate and amount, and whether they have been paid.

(N.L. 557/23.)

**609. Deserters from other Ships.**—If he should discover in the ship deserters or absentees from other ships, he will forthwith report the particulars to his superior authority, or he will send them to their proper ships, if present, and if the directions of the superior authority for their disposal cannot be obtained without inconvenience. When deserters are discovered from the Army, Royal Marines, Militia, or Territorial Army, information is to be immediately forwarded to his superior authority as above directed, with a description of their persons and every particular likely to lead to their identification. On foreign stations, if the regiment or corps to which the deserters belong be present, he is also to communicate with the Commanding Officer thereof, and on the offenders being identified, with the permission of his Senior Officer he is to deliver them up to him; but no such deserters are to be sent to England from ships abroad, without orders from the Admiralty. *See* 804, clause 7 (*Investigation of Desertion*).

(N. 16034/21.)

**611. Life-saving.**—Extraordinary merit in saving life, which, in his opinion, deserves the Albert Medal or the rewards of the Royal Humane Society, is to be represented through the proper channel to the Admiralty. Recommendations for the Royal Humane Society are to be made in duplicate in the form given in Form S. 1—Supplement.

(C.W. 9628/15.)

ARTICLE 612.

\* \* \* \* \*

**3. Victualling Ratings.**—Victualling Chief Petty Officers, Victualling Petty Officers, Leading Victualling Assistants, Victualling Assistants and Victualling Boys are to be stationed at general quarters and fire stations only.

**Officers' Stewards, Cooks and Servants** are to be excused from the ordinary duties of the ship, but they are to be stationed at quarters and drilled at fire quarters and fire brigade duties.

(N. 59749/17.)

**614. Cancelled.**

(N.L. 15519/12.)

CHAPTER XIV.

INSTRUCTIONS TO LIEUTENANT-COMMANDERS, LIEUTENANTS,  
SUB-LIEUTENANTS AND MATES.

SECTION I. LIEUTENANT-COMMANDER OR LIEUTENANT.

ARTICLE 619.

\* \* \* \* \*

**4a. Fishing Vessel Log.**—He is carefully to comply with the Instructions contained in the Fishing Vessel Log, so far as they relate to him.

(M. 16237/13.)

**5. Subordinate Officers, Night Watches and Lifeboats.**—He is to see that the Sub-Lieutenants, Mates and subordinate Officers are constantly at their posts and attentive to their duties; when he takes charge at night, and at any other time he may think necessary, he will muster the watch and the lifeboats' crew; and he will satisfy himself that the lifeboats are ready for lowering, that a compass, lantern, and Very's lights are in each of them, and that the boxes supplied for the stern and quarter boats are in them or at hand.

(C.W. 8538/12.)

\* \* \* \* \*

**7. Signals.**—He will take care that a good look-out is kept for all signals, whether general or to the ship; that none are answered until made out and understood; that during the night the flashing apparatus, lanterns, and everything else necessary for making signals are in good order, and ready for instant use, including the signal guns; and that at sea none but the authorised lights of the ship are visible.

See 560 (*Safe keeping of Signal, &c., Books*).

(M. 09865/15.)

\* \* \* \* \*

**9. Fog.**—During a fog he is to be most attentive that the "Regulations for Preventing Collisions at Sea" referred to in Article 1041 are very carefully observed.

(E.F.O. 11100/20.)

\* \* \* \* \*

**14. Rounds.**—During the night he is to be careful that the police of the watch go the rounds, and visit every part of the ship each half hour, to see that there are no irregularities, no unauthorised lights burning, and no unauthorised

smoking, and that they report to him the result; he will also cause a Sub-Lieutenant Mate or Midshipman of the watch to go the rounds frequently during each night watch.

(C.W. 8538/12.)

\* \* \* \* \*

**620. As Officer of Division.**—He is to be particularly attentive to the division of Seamen put under him, keeping a list of their names, ratings and conduct; he is to see that the subordinate Officers in charge of sub-divisions are constant in their attention to their men, and he is to encourage them to perform their duty with strictness, but in a spirit of kindness and thoughtfulness for the comfort of their men, checking them whenever he may observe any tendency to undue harshness or irritating language.

He is to keep in close touch with his men, whose respect and esteem it should be his endeavour to earn. He should be ready at all times to advise and help them to the best of his ability, and should bring to the notice of the Executive Officer and the Captain any grievance or other matters which affect the welfare and contentment of his men individually or collectively.

(N.L. 81079/17.)

\* \* \* \* \*

**621. Officer of the Guard or Boarding Officer.**—When he is Officer of the Guard, or Boarding Officer, he will attend to the directions relative to these duties in peace time contained in Form S. 555 (*Report of the Officer of the Guard*), and when required to do so, he will make his report accordingly. In time of war or special emergency, he will be guided by the instructions contained in the Boarding Book (S. 554).

(M. 64849/20.)

**622.** He is to provide himself with sextant, telescope, binoculars, and such other instruments and books, not supplied at the public expense, as may be necessary for the performance of his duties. The optical instruments should be produced at inspections, when the inspecting officer will satisfy himself that these instruments are suitable and efficient.

(N.L./N.S. 1962/13.)

\* \* \* \* \*

## SECTION II. SUB-LIEUTENANT, MATE, &c.

### ARTICLE 624.

\* \* \* \* \*

**6a. Mate.**—A Mate is to carry out the instructions given for Sub-Lieutenants in Clauses 1, 2 and 4 of this Article.

(C.W. 8538/12.)

**7. Instruments.**—Every Sub-Lieutenant, Mate and Midshipman is to provide himself with a sextant and a telescope or binoculars, the condition of which is to be reported on at inspections and at other appointed times.

(C.W. 13653/20.)

## CHAPTER XV.

INSTRUCTIONS TO THE GUNNER, BOATSWAIN, SHIPWRIGHT  
OFFICER, AND WARRANT ORDNANCE OFFICER.

## SECTION I. THE GUNNER.

## ARTICLE 625.

\* \* \* \* \*

**3. Stores.**—He will be guided by the instructions relative to the accounts of Naval Stores and Naval Ordnance Stores in his charge, and keep the necessary books and documents for accounting for their receipt and expenditure, exercising at all times a proper economy in their consumption and care in their safe stowage. (N.S. 13994/20.)

**626. Relations with Gunnery Lieutenant.**—He is at all times to communicate directly with, and attend to the directions of, the Gunnery Lieutenant upon the working of the guns and magazines, and relative to his duties generally, but he is not the less to be responsible that all the stores in his charge are kept in good order and properly expended.

(N. 53182/18.)

**627. Magazines and Shell Rooms.**—He is to make himself thoroughly acquainted with the construction, ventilation and the flooding arrangements of the magazines and shell rooms under his charge, and assure himself that they are properly fitted, and that the magazines are perfectly dry before ammunition is received. He is directly responsible under the Executive Officer, for the safety, cleanliness and inspection of all magazines, shell rooms, bomb rooms, and store rooms under his charge, other than those for which an Officer of Quarters is responsible, or for which another officer has been specially detailed, and is to attend the tests of flooding and spraying arrangements of these compartments in accordance with Articles 218 and 227 of the Naval Magazine and Explosives Regulations.

(G. 9673/22.)

**629. Cancelled.**

(G. 9673/22.)

**630. Guns, Sights, Mountings, &c.**—The Gunner, or in his absence his representative, is frequently to examine the state of the guns, sights, and mountings as to their working efficiency, so that anything defective may be immediately repaired or exchanged; and the gun sights, and all other detachable fittings of guns and mountings, except those in locked storerooms, are to be seen daily by him or his deputy, in order that any loss of such stores may be detected and reported without delay. He is to report the correctness of the gun sights to the Executive Officer at such times as the Captain may direct.

He is frequently to inspect the rifles and all other small arms to see that they are kept clean, oiled, and free from rust.

2. Should he observe any mechanical defect in the equipment under his charge or consider mechanical overhaul to be necessary, he is to report the matter to the Gunnery Officer, so that instructions may be given for the necessary examinations or repairs to be carried out.

3. When demanding arms to replace those of any previous issue, he will state the number which had been marked by the Naval Ordnance Department on those originally supplied.

(N. 53182/18.)

## ARTICLE 631.

\* \* \* \* \*

2. The pistols are not to be removed from the racks, except for action, drill, or cleaning purposes, and at such times an Ordnance Artificer or other fitting person is to be stationed at each rack to superintend their removal.

(N. 53182/18.)

\* \* \* \* \*

**636.—Cancelled.**

(N. 53182/18.)

**637. Naval Ordnance Stores in Packages.**—Whenever naval ordnance stores other than explosives are received in packages not issued under Government seal, he is to verify the contents of the packages with as little delay as possible, reporting any deficiency to the Captain, in order that immediate communication may be made through the proper channel, to the Naval Armament Depot from which the stores were received. This correspondence is to be attached to the supply note in support of any alteration of figures thereon.

2. He is to verify the contents of all packages containing explosives, not included in "Classification of Explosives" Naval Magazine and Explosives Regulations, Appendix III., before stowing them on board, unless such packages are issued under Government label.

(G. 9673/22.)

**640. Manual of Gunnery.**—The Gunner will conform with the rules and the system of teaching laid down in the Gunnery Training and Firing Manuals, Naval Magazine and Explosives Regulations, and Drill Books.

(G. 9673/22.)

### SECTION III. THE SHIPWRIGHT OFFICER.

#### ARTICLE 644.

\* \* \* \* \*

5. **Pumps.**—He is to attend to the rigging of the pumps, care of the hoses, and to the sounding of the well and of the different compartments. He will take care to have always at hand such Shipwright's stores as may be required for their repair. He is to keep all lift pumps where fitted in a serviceable condition.

(E.F.O./N.S. 13913/20.)

\* \* \* \* \*

12. **Water Tanks.**—He is to see that no injury is done to the water tanks, that their screws are kept in good working order, and that the lids are properly secured to prevent waste.

(N.S. 4548/13.)

**645. Steamboats with Air Cases.**—The Shipwright Officer is, under the Captain, to carry out the following regulations for preserving the non-sinking properties of any steamboats which are fitted with air cases, viz. :—

(E.F.O./N.S. 13913/20.)

\* \* \* \* \*

**646. Keys.**—He is responsible for the keys of all cabins and fittings in his charge until they are delivered to the officers who require them. Each officer will then be responsible for his key or keys until returned to the Shipwright Officer; the particulars of each delivery and return are to be entered in a key book, which is to be kept by the Shipwright Officer, and occasionally inspected and approved by the Captain, who will take the necessary steps to ensure the return of all keys to the Shipwright Officer before officers leave the ship.

(E.F.O./N.S. 13913/20.)

\* \* \* \* \*

### SECTION IV. THE WARRANT ORDNANCE OFFICER.

**648a. General Duties.**—The Warrant Ordnance Officer, under the Gunnery Officer, is responsible for the mechanical efficiency of the guns, sights and mountings, spare parts, rangefinders and fire control instruments, small arms, machines and tools, and equipment generally in connection with the gun armament which is not in the care of other departments. He is responsible that the seamen's rifles and other small arms are stripped, examined, and the parts cleaned and re-assembled at least once every six months or oftener if necessary!

2. **Relations with the Gunnery Officer.**—He is at all times to communicate directly with, and attend to the directions of, the Gunnery Officer upon matters relative to his duties and responsibilities. Arrangements as regards matters affecting the interests of other departments are to be made in all cases through the Gunnery Officer.

3. **Defects, &c.**—He is to keep an accurate account of all defects, as they may be developed, and record the steps taken for their repair either by the ship's staff or by the Dockyard when the ship is taken in hand for refit, taking care that the services of the Ordnance Artificers are devoted to the maintenance of the gun armament in the highest possible state of efficiency. When ordered to prepare lists of defects he is to be guided by the instructions contained in Article 1092. Defect lists should be prepared from the information contained in the Record of Defects. (N. 53182/18.)

4. **Gun Mounting Register.**—He is to keep the Gun Mounting Register (Form S.1151), carefully following the directions given in the book. (G. 1152/22.)

5. **Stores, &c.**—He to obtain from the Gunner such stores as may be required for the work of his department, affording that Officer any information which may be necessary for accounting purposes.

## CHAPTER XVI.

## INSTRUCTIONS TO THE CHAPLAIN AND NAVAL INSTRUCTOR.

## SECTION I. CHAPLAIN.

## ARTICLE 656.

\* \* \* \* \*

2. **School Books.**—He will demand from the Accountant Officer and have general custody of such of the established school books as may from time to time be required for the use of the school, placing them in the immediate charge of the Naval Schoolmaster. The established list of school books is shown in Form S. 123, but an increased number will be supplied subject to Admiralty sanction in each case. Demands, which should be addressed to the Keeper of Stationery and Printing, Admiralty, should be accompanied by a statement of the average numbers attending for instruction. Books not on the established list will also be supplied on special demand in which the reasons for demanding should be fully stated. The supply of stationery for school use is provided for in Article 1817a (12).

(N. 38236/16 and N.S. 39629/16.)

## SECTION II. NAVAL INSTRUCTOR.

662. **Duties generally.**—He is to use his best endeavours to impart instruction to the pupils placed under him, to advance them in the several branches laid down in these Regulations, and especially to prepare them for their examinations. He is to superintend the observations and the working out of the ship's position every day at sea by those Midshipmen who are not working directly under the Navigating Officer or doing duty in the engine-room. He is to assist the specialist officers with the instruction of Junior Officers in the theoretical parts of the various professional subjects. He is to encourage voluntary study and to help those Junior Officers who wish to keep up and improve their educational acquirements.

(C.W. 877/12.)

\* \* \* \* \*

## CHAPTER XVII.

## COURTS-MARTIAL.\*

## PROCEDURE PREPARATORY TO TRIAL.

*Where no specific Charge is made.*

## ARTICLE 666.

\* \* \* \* \*

3. The convening authority shall appoint a prosecutor and shall send to him a copy of the report, if any, of the loss, &c., of the ship.

4. The prosecutor shall on receipt of the report, and after having taken a statement of evidence from such of the survivors and other persons as he may consider desirable, or read statements of evidence taken from them, prepare such questions in reference to the loss, &c., and the conduct of the officers and men upon which the opinion of the Court is desired. He shall, not less than twenty-four hours before the commencement of the trial, deliver a copy of such questions to the President, to the senior surviving officer or man, and to any other officer or man among the survivors whose conduct in relation to or after the said loss, &c., is specially in question.

5. The prosecutor shall call before the Court and examine such witnesses as he may think necessary for the purposes of elucidating the circumstances of the loss, &c., of the ship, but this shall not prevent the Court from further examining such witnesses, or from recalling any witness when and so often as it may think desirable, or from calling any other person as a witness whose evidence the Court may consider desirable.

(N.L. II./70207/17.)

6. At the conclusion of the evidence by the prosecutor he may, if he thinks fit, amend the questions submitted to the Court or add new questions suggested by the evidence which shall have been given during the trial, and shall deliver copies of the amended or additional questions to the Court and to the persons to whom he has delivered copies of the original questions, and to any other surviving officer or man implicated by such further questions. All such persons shall have the right to recall any witnesses for the purpose of cross-examination by them, to call any other witnesses, and to submit to the Court any statement in defence they may desire to make before it is cleared to consider the finding.

7. The finding of the Court shall consist of its answers to the questions submitted to it by the prosecutor, together with a narrative of the circumstances attending the loss, &c., in which is to be stated the opinion of the Court as to the conduct of the officers and men on the occasion of the loss, &c. If the Court shall be of opinion that all or any of the survivors are not to blame, it shall formally acquit them.

8. If the Court shall be of opinion that the conduct of any person in relation to or subsequent to the loss, &c., deserves censure, the finding shall state in what respect blame is attributable to such person, and whether his conduct amounts to an offence under any, and if so what, section of the Naval Discipline Act. If such person has, in the opinion of the Court, committed no offence, he shall be formally acquitted, but if the Court shall be of opinion that he has committed an offence, it shall proceed as directed in Articles 697, 698 and 699 in applying the provisions of which they shall be construed as if the words "any Officer or member of the crew of any of His Majesty's Ships wrecked, lost, captured or destroyed, to whom blame is attributable" were substituted for the word "accused."

(N.L. 20099/18.)

666a. *Cancelled.*

(N.L. II./70958/17.)

---

\* See Article 26, clause 2, and Appendix XXII. (*Dominion Naval Forces*).

## CONSTITUTION AND SUMMONING OF THE COURT.

## ARTICLE 670.

\* \* \* \* \*

3. Officers on the Reserved, Retired, Emergency or Supplementary Lists of the Royal Navy, if on full pay, shall sit at Courts-Martial in the order in which they take rank and command; but if holding acting rank they shall sit in the order in which they would have taken rank and command if they had not been granted acting rank.

(N.L. 2622/22.)

671a. **Period of Sitting.**—Sittings of six or seven hours will be found, as a rule, quite long enough, and they should not be further protracted without some special reason. Long sittings unduly strain the attention of the members and may operate unfairly to the accused, as at the close of a long sitting he cannot properly make his defence.

(N.L. 2758/14.)

## PROCEDURE AT THE TRIAL.

674. **Admission to Trial.**—Except as hereinafter provided, all persons, other than those who may be summoned to give evidence, shall be admitted to the place where the Court-Martial is being held. Provided always that during the period of the present war upon the production by the prosecutor before the trial commences of a certificate under the hand of the Secretary of the Admiralty that it is in the interests of the national safety or upon an application made on the like grounds by the prosecutor at any time after the members of the court have been sworn, that all or any portion of the public should be excluded during the whole or any part of the trial, the Court may in its discretion make an order to that effect, but the sentence shall be pronounced in open court. The fact of any such application being made, and the order of the Court thereon, shall be recorded in the Minutes of the Proceedings.

(N.L. II./23077/15.)

678. **Friend of the Accused.**—A person assisting an accused person may advise him on all points, and may, by permission of the President, *but not otherwise*, examine him if he desires to give evidence and cross-examine the witnesses for the prosecution and examine those for the defence. He may in every case suggest to the accused questions to be put to witnesses, and may read the accused's defence or statement in mitigation of punishment, but he is not to address the Court on the facts of the case.

(N.L. II./23077/15.)

## ARTICLE 681.

\* \* \* \* \*

2. **Shorthand Writer.**—At any time during the trial, should the Court think it desirable, an impartial person or persons may be employed to act as shorthand writer, and duly sworn. See 1473a (*Payment of Shorthand Writers.*)

(C.W. 22058/18.)

683. **Oath.**—No witness shall be examined until he has been duly sworn. Except as hereinafter provided, the Oath shall be administered in the following manner:—

The person to be sworn shall hold the New Testament, or in the case of a Jew the Old Testament, in his uplifted hand, and shall say or repeat after the Judge-Advocate the following:—

If a Witness:

*I swear by Almighty God that in the evidence I shall give before the Court on the present trial, I will, whether it be favourable or unfavourable to the accused, declare the truth, the whole truth, and nothing but the truth.*

(N.L. II./23077/15.)



If the Accused :

*I swear by Almighty God that the evidence I shall give on my own behalf shall be the truth, the whole truth, and nothing but the truth.*

If a Shorthand Writer :

*I swear by Almighty God that I will truly take down, to the best of my power, the evidence to be given before this Court-Martial, and such other matters as I may be required, and, when required, will deliver to the Court a true transcript of same.*

If a Shorthand-Writer, and if and when the Court, in accordance with Article 674, shall have made an order that all or a portion of the public shall be excluded during the whole or part of the trial :

*I swear by Almighty God that I will truly take down, to the best of my power, the evidence to be given before this Court-Martial, and such other matters as I may be required to take down, and, when so required, will deliver to the Court a true transcript of the same, and that I will not publish or communicate to any person the proceedings or anything relating thereto except for the purpose of making the transcript, nor will I disclose to any person anything I may learn in the course of the trial, and will, with the transcript, deliver up the original shorthand notes.*

If an Interpreter :

*I swear by Almighty God that I will, to the best of my ability, truly interpret and translate, as I shall be required to do, touching the matter before this Court-Martial.*

2. **Affirmation.**—Any person upon objecting to be sworn on the grounds that he has no religious belief, or that the taking of an Oath is contrary to his religious belief, may make his solemn affirmation as follows, slowly and distinctly repeating the words after the Judge-Advocate :—

*I, A.B., do solemnly, sincerely, and truly declare and affirm that proceeding with the words of the Oath prescribed, but not making use of any book.*

3-5. *Cancelled.*

(N.L. 20099/18.)

#### THE EXAMINATION OF WITNESSES.

##### ARTICLE 685.

\* \* \* \* \*

2. **Prosecutor or Members of Court as Witnesses.**—The prosecutor is a competent witness. A member of the Court, whether previously objected to or not by either side, is not necessarily disqualified from being examined as a witness should it be found in the course of the proceedings that he can give material evidence, but thereafter he is disqualified from acting as a member of the Court, unless his evidence has been given after conviction, and has been directed to the good character of the accused.

(N.L. 20099/18.)

3. *Cancelled.*

(N.L. II./23077/15.)

##### ARTICLE 686.

\* \* \* \* \*

5. **Recall of Witness and Calling of Additional Witnesses.**—The Court, and the Judge-Advocate with the consent of the Court, may at any time during the trial recall a witness ; and before the accused gives evidence or is called on for his defence may also call and examine any other person touching the matter in question, whose evidence the Court may deem necessary for the furtherance of the ends of justice. After the close of the case for the defence they may call and examine any other person whose evidence the accused may show to the Court to be material in his behalf.

5a. **Calling Medical Witness.**—After the close of the defence, the Court may also call any Medical Officer whose professional opinion as to the state of health or

sanity of the accused might aid the Court to arrive at a just conclusion as to the measure of his culpability. Such a medical witness should not be called to give evidence which could be used in reply to the defence, nor should he be permitted to pronounce an opinion as to the guilt or otherwise of the accused.

(N.L. 13825/14.)

\* \* \* \* \*

#### SPECIAL DIRECTIONS AS TO EVIDENCE.

**690. Copies of Official Documents.**—Whenever it is necessary for the purposes of either the prosecution or the defence to prove the contents of any voucher, receipt, account, muster, ship's book, or other document made or kept in pursuance of any Act of Parliament, the King's Regulations, Admiralty Instructions, or of the custom of the Service, a copy of the same purporting to be signed and certified as a correct copy by the officer for the time being commanding the ship in which the same was made or kept or by the Secretary of the Admiralty may be received as *prima facie* evidence of such document and of the matters, transactions, and accounts therein recorded:

**2. Courts-Martial under Section 29 or 92, N.D.A.**—If a Court-Martial should be ordered to inquire into the loss, stranding, or hazarding of a ship or to try a charge arising therefrom, the following procedure is to be observed:—

(a) The Captain is to produce the ship's log book and deck log book, the rough and fair engine room registers, the chart or charts and sailing directions by which the ship was navigated, the last table of compass deviations, the subsequent observed deviation of the compass at sea, and the compass journal, as directed in Article 1004; the Captain's night order book, and the Navigating Officer's note book and work book.

(b) The Court is to ascertain whether the proper chart, sailing directions, and all hydrographical notices bearing on the case had been supplied, and, if so, whether they had been used; whether the position of the ship had been fixed as often as necessary under existing circumstances, if not, when it was last ascertained so correctly as to be reliable; and whether the courses steered by standard compass, the distances run between the time when the position of the ship was last correctly ascertained and that of the occurrence were noted in the deck log book, and whether the regulations contained in Article 982 with regard to sounding were carefully observed. The Court shall also examine the Compass Journal to ascertain the degree of reliance that can be placed on the deviations of the standard compass.

(c) The Court shall direct one or more Navigating or other competent officers of ships present to work up the ship's reckoning from the log and the Navigating Officer's note book and work book (Article 1028), and the rough and fair engine room registers, from the time when her position was last accurately ascertained (or from such a time, and with such details, as the Court may require) to the time of her taking, or being in danger of taking, the ground; the result is to be delivered to the Court in the prescribed form attested by the signature of such officer or officers, and he or they are to be sworn and to be subject to cross-examination as to its accuracy. The President is to endorse the report as approved if the Court concurs, and if not, an expression of its dissent is to be added, signed by the President, showing in what respects and for what reasons it dissents. The positions of the ship, so determined, are to be laid off on the chart by which she was navigated, or on a copy or tracing of the chart if the original is not available, and also the determined position when ashore or in danger, as noted in the log book. The rate and direction of the current and of the tidal stream and the time of tide should also, if possible, be ascertained, stated, and equally verified on oath.

(d) These documents, viz., the report in the prescribed form and the prepared chart, as well as an attested copy of the ship's log book and the engine-room register, commencing from at least 48 hours before the ship took the ground or was endangered, if so long from a known anchorage, are to accompany the Minutes.

**3. Written Statements.**—(a) The Court may, where no specific charge is made, receive in evidence any written statements from persons whose attendance cannot be secured for any reason deemed adequate by the Court, provided that no person shall be found to blame for the wreck, loss, capture or destruction of the ship by reason of the evidence afforded by such reports unless the persons making such written statements shall at some time during the trial have been sworn, and the person or persons who shall ultimately be found to blame shall have had an opportunity of cross-examining such persons on oath.

(b) Where no specific charge is made any witness who has been duly sworn may, if the Court thinks fit, notwithstanding anything herein contained, for the purpose of giving his evidence, read from a written statement previously prepared and signed by him which shall thereafter be attached to the Minutes. He may be further examined, cross-examined, and re-examined in accordance with Article 686, Clause 2.

(N.L. II./23077/15.)

#### ARTICLE 690a.

\* \* \* \* \*

iii. When it is desired to show the position of any vessel witnesses are to be directed to place models on a sheet of paper, and the officiating Deputy Judge Advocate is to mark their outline with a pencil. This paper is to be attached to the minutes of the Court and forwarded to the Admiralty.

(N.L. 46039/18.)

**691. Examination and Cross-examination of Navigating Officers.**—The examination and cross-examination of the officer or officers who have been directed to perform the duty mentioned in Article 690 (c) is to be limited to ascertaining the accuracy or inaccuracy of the document thus laid before the Court.

(N.L. 12754/13.)

#### ARTICLE 691a.

\* \* \* \* \*

#### *Inadmissible Evidence.*

\* \* \* \* \*

iv. **An Admission or Confession** made at the preliminary investigation is admissible in evidence, provided that, when at the preliminary investigation, the accused was asked whether he wished to make any statement, he was warned that he was not obliged to say anything unless he wished to do so, and that any statement he might make might be given in evidence at his trial. (See **754, clause 6.**)

(N.L./22.)

\* \* \* \* \*

#### AMENDMENT OF THE CHARGE.

**694.** If at any time in the course of a trial the Court has been sworn, but before the finding the Court shall be satisfied—

(a) That there is a variance in unessential details between the charge or charges and the evidence adduced in support thereof; or

(b) That a charge drawn under Section 28 of the Naval Discipline Act would in the circumstances disclosed by the evidence have been more appropriately drawn under Section 43 of that Act, which latter section empowers the Court to pass a less sentence than that prescribed by the former section; the court may direct the Judge-Advocate to amend the charge or charges accordingly, provided always—

(c) That no evidence which could not have been given in support of the original charge shall be given in support of the substituted charge;

(d) That the accused cannot be substantially prejudiced by the making of such amendment in the conduct of his defence; and

(e) That the Court shall, if so requested by the accused, adjourn for a reasonable time to enable him to meet the charge or charges as so amended.

All such amendments shall be noted in the minutes at the point at which such amendments shall be made, and shall be verified on the original documents by the signature of the President.

(N.L. 20029/18.)

#### THE FINDING.

**698. Guilty.**—If the accused is found guilty, the Court, before awarding punishment, may call evidence as to the previous character and qualifications of the accused and, in addition to any oral evidence of general character that may be adduced, shall take into consideration the following documents, which shall be read in open court :—

(a) *For an Officer :—*

(i) Any entries against him in the list of officers who have been tried by Court-Martial;

(ii) Any previous entries against him in the log of the ship to which he may have belonged, when the offence or offences for which he is being tried were committed, and also any documents, other than such entries in the log, of the nature of a definite censure by superior authority for a definite offence, which log and documents the prosecution is to produce;

(iii) Any certificates or other documentary evidence of character which the accused may produce.

(b) *For a person below the rank of Subordinate Officer :—*

(i) The entries against him in the conduct book, or company conduct sheet in the case of a Marine, prior to the date of the offence charged, but subsequent to his joining his present ship;

(ii) His certificate of service;

(iii) Any entries against him in the list of those who have been tried by Court-Martial, together with his conduct sheet, or the corresponding part of a company conduct sheet in the case of a Marine, with character assessed from the previous 31st December to the date of the offence for which he may be under trial, but excluding all consideration of it.

2. If the accused is found guilty he may, before the Court proceeds to deliberate on the sentence, make a statement in mitigation of punishment.

(N.L. 36064/18.)

#### THE SENTENCE.

##### ARTICLE 699a.

\* \* \* \* \*

ii. **Suspension of Sentence.**—Courts-Martial may, in suitable cases, forward to the officer who ordered the trial a recommendation for the sentence to be suspended. This recommendation should only be made after the sentence has been read by the Judge Advocate, and is not to be communicated to the offender nor recorded in the Minutes of Proceedings.

(N.L. II./23077/15.)

\* \* \* \* \*

iv. **Effect of deprivation of Seniority.**—The sentence of a court-martial placing an officer at the bottom of the list of his rank will involve the loss of all previous time of service in that rank; so also when the sentence of a court-martial may take away any seniority from an officer, it will thereby affect his full and half or retired pay, or pension, or gratuity, if they depend upon seniority; and it will carry with it the loss of the benefit of the service included in the seniority forfeited if the full, half or retired pay, or pension or gratuity, depend upon actual service; but although the time will be forfeited, it will be considered as service in reference to compulsory removal from the active list for non-service.

(C.W./20.)

**iva. Forfeiture of Pay.**—A Court-Martial or Disciplinary Court may inflict upon a Skipper, R.N.R., the punishment of forfeiture of pay for a period not exceeding 30 days, when such a punishment would be appropriate.

This punishment may accompany a sentence of dismissal from His Majesty's Service or from the ship to which the offender belongs, and may also accompany a reprimand; but where a Skipper is sentenced to be dismissed from the Service, he must not be sentenced to forfeit a greater number of days' pay than is actually due to him.

(N.L. 36992/15.)

\* \* \* \* \*

#### ARTICLE 700.

\* \* \* \* \*

**3. Legality of Sentence.**—The Commander-in-Chief or Senior Officer present, before he takes any step to give effect to the sentence, either by issuing his certificate for the keeping of the accused in penal servitude or warrant for his imprisonment or detention, or otherwise, or before he orders the suspension of the sentence under Section 74a of the Naval Discipline Act, shall satisfy himself, by a careful examination of the minutes of the proceedings, that no fatal error has been committed in the conduct of the Court-Martial, calculated, in his opinion, to invalidate the finding of the Court-Martial. If he should doubt the correctness of the finding, in fact or in law, or the legality of the sentence, he shall avoid either putting the sentence into execution or formally suspending it pending reference to the Admiralty. *See 701a, clause viii. (Cases of Doubtful Legality.)*

(N.L. II./23077/15.)

#### EXECUTION OF SENTENCE.

##### ARTICLE 700a.

\* \* \* \* \*

**(ii) Penal Servitude.**—If a Court-Martial awards a sentence of penal servitude, a certificate for the keeping of the prisoner in penal servitude must be issued either by the Admiralty, the Commander-in-Chief, or the Officer ordering the Court-Martial, unless the sentence is suspended under Section 74a of the Naval Discipline Act. (*See 700b.*) The Senior Officer present, unless in command of the Station, or unless he ordered the Court-Martial, has not authority to sign such certificate. When the necessary certificate has been issued the prisoner is to be sent to the civil prison nearest the port where he is convicted or disembarked.

(N.L. 16291/11, and N.L. II./23077/15.)

**(iii) Warrant for Imprisonment or Detention.**—The Admiralty or the Commander-in-Chief or the Officer ordering the Court-Martial shall issue a warrant in the prescribed form for the imprisonment or detention of the person sentenced, unless the sentence is suspended under Section 74a of the Naval Discipline Act. (*See 700b.*) By virtue of Section 74 (2) of the Naval Discipline Act, such warrant may, where by reason of a ship being at sea or off a place at which there is no proper place of confinement, direct that the offender shall be sent to the lawful place of confinement named therein, and that the period of his Sentence shall commence on his arrival there, subject to a deduction from his sentence of any time during which he has been kept in confinement in respect of the said sentence. The Senior Officer present, unless in command of the Station or unless he ordered the Court-Martial, has not any authority to sign such warrant.

(N.L. II./23077/15.)

**(iv)** Every person upon whom a sentence of penal servitude, imprisonment, or detention has been passed shall be kept in Naval custody until the certificate or warrant mentioned above has been issued, or until an order has been issued suspending the sentence under Section 74a of the Naval Discipline Act. (*See 700b.*)

**(v) Change of Place of Imprisonment or Detention.**—Where the Commander-in-Chief considers it desirable that a prisoner or person under detention should be sent to England to complete his sentence, he shall issue his warrant for the transfer of the offender to the prison or detention establishment appropriate according to the instructions in Art. 770, clauses 3 to 5, for men serving in ships in home

waters. The warrant must be forwarded to the Admiralty when the offender is sent to England, in order that an attested copy of it may be made as the authority for the Governor or other officer in charge of the place of confinement to which the offender is transferred to receive and detain him.

(N.L. 12458/13.)

(vi) **Discharge from Prison or Detention.**—Where it is desired under the provisions of Section 78 of the Naval Discipline Act to discharge from custody an offender undergoing a sentence of imprisonment or detention a warrant shall be issued for that purpose. This warrant can only be issued by the Admiralty or the Commander-in-Chief on a foreign station in the case of an offender undergoing a sentence of imprisonment or detention inflicted by Court-Martial, but may be issued by the Commanding Officer of the ship in the case of an offender sentenced by him.

(N.L. 14073/21.)

(vii) **Production of Offender before Court Martial.**—When it is necessary for an offender undergoing a sentence of imprisonment or detention to be delivered over to naval custody for the purpose of being brought before a court-martial either as a witness or for trial (*see* Section 78 of the Naval Discipline Act), the necessary warrant may be issued by the Admiralty or by a Commander-in-Chief on a foreign station or by any Officer Commanding any of His Majesty's ships.

#### SUSPENSION OF SENTENCE OF PENAL SERVITUDE, IMPRISONMENT, OR DETENTION.

**700b. Suspension of Sentence.**—A sentence of penal servitude, imprisonment or detention, may, by virtue of Section 74a of the Naval Discipline Act, be suspended when a man previously of excellent character has committed himself because of some long-continued strain or in circumstances which may be considered to render him deserving of a chance of retrieving his character by later exemplary conduct, or when the man's services are required for a dangerous or arduous duty which would otherwise be avoided.

##### (ii) *Cancelled.*

(iii) If the Officer who ordered the Court-Martial considers, either upon a perusal of the Minutes or upon receiving a recommendation from the Court, that the sentence should be suspended, he shall, in lieu of issuing the usual Committal Order, give an order in writing that the sentence is to be suspended until an Order of Committal is issued.

(iv) The offender is then to be informed by the Captain that it has been decided to suspend his sentence, that his case will be reviewed periodically, and that if his subsequent conduct is such as to justify a remission of the sentence, it will be cancelled. He should further be warned that if he is unfavourably reported upon while under probation the sentence will be enforced.

The offender should then be released from custody.

(v) In submitting the Court-Martial papers to the Commander-in-Chief or the Admiralty, the Officer who ordered the suspension should state clearly that he has done so, giving his reasons.

(vi) **Period of Suspension.**—A suspended sentence remains in a state of suspension until a Committal Order is issued, or until the sentence is finally remitted. It may remain suspended for twelve months, unless the offender commits himself in the meantime, but in no circumstances is it to remain suspended for a longer period.

(N.L. II./23077/15.)

(vii) Suspended sentences are to be reconsidered every three months, unless they have been put into execution in the meantime, and upon these occasions the offender is to be brought before the Captain, who should take the opportunity of reviewing the circumstances and warning him that he is still under probation. A report on the man's conduct should then be forwarded to the Commander-in-Chief (or if there is no Commander-in-Chief, to the Officer ordering the Court-Martial), who, if the man is still serving in a ship under his command, will decide whether the sentence is still to continue suspended or is to be remitted. All other suspended sentences will be dealt with by the Admiralty, to whom a duplicate copy of the report on conduct should invariably be sent, whether or not the man is still on the same station.

(N.L. II./47256/16.)

(viii) If at any time during the probationary period the offender's conduct should fall below V.G., or be in anyway unsatisfactory, the sentence should not continue suspended, but a Committal Order should be issued by the Commander-in-Chief, or, if there is no Commander-in-Chief, by the Officer ordering the Court-Martial by which the man was sentenced. If this is impracticable, an immediate report should be made to the Admiralty.

(ix) The final decision either to remit or to enforce the suspended sentence is always to be reported to the Admiralty.

(x) If, in special circumstances, it is considered that a portion only of the suspended sentence should be enforced and the remainder remitted, the matter is to be submitted to the Admiralty at home, or to the Commander-in-Chief abroad.

(xi) **Offences during Suspension.**—If an offender whose sentence has been suspended commits a further offence for which he is sentenced by Court-Martial to penal servitude, imprisonment, or detention, the Officer who ordered the latter Court-Martial may direct that the sentences shall run consecutively, but if imprisonment or detention be awarded, the total of the two sentences is not to exceed two years, any period in excess of this limit being deemed to be remitted; and where the second sentence is one of penal servitude any suspended sentence of imprisonment or detention must also be deemed to be remitted.

(xii) **Consequential Penalties.**—If a sentence has been suspended before committal, any consequential penalties which would be entailed by the infliction of the suspended punishment are also to be regarded as suspended unless and until the committal order is issued.

If a committal order is issued and the sentence is subsequently suspended, or if a sentence is suspended but a committal order is subsequently issued, all the consequential penalties and other consequences, viz. :—

- (a) Dismissal with disgrace if sentenced to penal servitude,
- (b) Disrating,
- (c) Deprivation of badges and medal,
- (d) The effect upon character, and
- (e) Loss of pay and time,

shall be enforced in respect of so much of the sentence as is actually served. If a sentence which has been suspended, is subsequently carried out, (a) (b), (c) and (e) shall take effect from the date of committal. When a sentence of imprisonment or detention is suspended after committal, (b) and (c) shall take effect from the date of the sentence and (e) from the date of committal. For all sentences (d) shall take effect from the date of sentence (see clause xiii).

(xiii) **Effect on Character.**—If, at the time of an assessment of character, an offender's sentence or a portion thereof is under suspension, the only penalties which are to be taken into consideration are the portion of such sentence and the consequential penalties (if any) which have actually been enforced. If the suspended sentence or the suspended portion thereof is subsequently enforced, the character previously awarded is to be altered to that appropriate to the full sentence under Article 829. Thus, the award of character in respect of suspended sentences will follow the general rule that effect on character follows in the year of sentence. All alterations in character under this clause are to be noted in the remarks column of the ledger, and are to be reported to the Accountant-General as they occur.

Where a suspended sentence or the suspended portion of a sentence is carried out in the year following that in which the sentence was awarded, together with a sentence of imprisonment or detention subsequently awarded (see clause xi), only the latter sentence is to be taken into account in assessing character at the end of the year, whether such sentences run consecutively or concurrently.

(xiv) **Report and Notation.**—The fact that a court-martial sentence has been suspended should immediately be reported to the Admiralty, and is also to be noted in the conduct sheet and the Quarterly Court-Martial Return. Notations are to be made as follows in the "Time forfeited" column on page 4 of the Service Certificate, each notation being authenticated by the Captain's signature with the date on which the sentence was either suspended, remitted or enforced :—

- (a) Suspension of sentence before committal. Rule through the notation of the number of days forfeited and insert notation "Suspended."

- (b) Suspension of sentence after committal. Amend the notation of the number of days forfeited so as to show the number of days of the sentence actually served before the residue of the sentence was suspended. Insert notation "Residue suspended."
- (c) Remission of suspended sentence. Rule through the notation "Suspended" or "Residue suspended" and insert notation "Remitted" or "Residue remitted."
- (d) Committal or re-committal following suspension of sentence or of residue of sentence. Rule through the notation "Suspended" or "Residue Suspended" and insert notation "Committed" or "Re-committed," as requisite.

Care should be taken that the original notation which is ruled through is not obliterated.

(xv) **Commanders-in-Chief and Senior Officers** are to take steps to ensure that the review of suspended sentences is duly carried out at intervals of not more than three months.

(xvi) **Royal Marines.**—The procedure to be followed for Royal Marines whose sentences have been suspended and who are subsequently transferred to or from shore strength, is prescribed in Article 1180.

(N.L. 14703/20.)

#### DISPOSAL OF MINUTES OF PROCEEDINGS.

##### ARTICLE 701a.

(ii) **Mode of Making Up.**—In making up the proceedings the sheets are to be securely fastened together and numbered consecutively. A list of the witnesses, giving the numbers of the questions put to each, should be attached.

(ix) The Proceedings of a Court-Martial are to be forwarded to the Admiralty in a docket sheet, and the details of the charges, finding, and sentence should always appear on the outside. Any observations which the Commander-in-Chief may wish to make should be submitted upon Form S.584a.

(N.L. II. 23077/15.)

#### CHAPTER XVIIa.

##### DISCIPLINARY COURTS.

**701b.** In these Regulations, unless the context shall otherwise require, the following words and expressions shall have the meanings hereby given to them:—

"Convening Authority" shall mean an Officer having power to order Courts-Martial.

"Articles" shall mean Articles of the King's Regulations and Admiralty Instructions.

"Section" shall mean Section of the Naval Discipline Act.

(N.L. II. 23077/15.)

##### APPOINTMENT OF DISCIPLINARY COURT.

**701c.** A Disciplinary Court shall be appointed by a warrant in the prescribed form under the hand of the convening authority, and shall consist of the executive officers mentioned therein. The president shall be named in the warrant and must be an officer not below the rank of Commander, while at least one other officer should, unless there are strong reasons to the contrary, or unless there is no such officer available and suitable, be of the same relative rank as the accused. When no officer of the same relative rank as the accused is named as a member of the Court, the reason should be stated on the warrant. The warrant shall also



contain the names of not less than two other officers as spare members to take the place of any member unavoidably prevented from attending or to whom an objection held to be valid is made.

#### PROCEDURE PREPARATORY TO TRIAL.

**701d.** Articles 663, 663a (i) (ii) and (iii), 664 (a), (b), and (c), 664a, 665, and the first sentence of 665 (2) shall apply to Disciplinary Courts with the substitution of the words "Disciplinary Court" for the words "Court-Martial" wherever the same occur.

#### DUTY OF CONVENING AUTHORITY.

**701e.** The convening authority shall forward to the President with his warrant appointing the Court the documents mentioned in Article 667 (2), and shall, if for any reason the Captain of the ship cannot act as prosecutor, appoint a prosecutor.

#### APPOINTMENT OF OFFICERS OF COURT.

**701f.** The Convening Authority, if present at the place where the Court is to be held, is to appoint an experienced officer to act as Clerk of the Court. If the Convening Authority is not present the appointment is to be made by the Senior Naval Officer. A Provost Marshal is to be also appointed at the same time by the same officer.

#### SUMMONING THE COURT.

**701g.** The Commander-in-Chief or Senior Officer present shall by general order or signal give directions for the Court to assemble.

#### DUTIES OF THE PRESIDENT.

**701h.** Article 672 with the exception of clause 4 shall apply to Disciplinary Courts with the substitution of "Clerk of the Court" for "Person to officiate as Deputy Judge-advocate."

#### DUTIES OF THE CLERK OF THE COURT.

**701i.** Article 673 shall apply to Disciplinary Courts with the substitution of the expressions "Clerk of the Court" and "Disciplinary Court" for "Judge-advocate" and "Court-Martial" respectively where those words occur.

2. In addition to the documents mentioned in Article 673 the Clerk of the Court shall furnish to the accused a list of the officers appointed by the convening authority as members of the Court. The accused shall not less than 12 hours before the time appointed for the sitting of the Court give notice to the Clerk of the Court if he intends to object to any officer mentioned in such list. If no such notice is given any objection made at the trial to any member may be disallowed.

#### PROCEDURE AT THE TRIAL.

**701j.** Section 62 shall apply to Disciplinary Courts with the following modifications, viz., that the expression "Disciplinary Court" shall be substituted for "Court-Martial" wherever the same occurs, and that after the words "shall be allowed" the section shall run "the place of the member objected to if the objection is allowed shall be filled up by one of the officers selected by the President from those named as spare members in the warrant."

2. Articles 675 and 676 shall apply to Disciplinary Courts with the omission of all the words in the first clause of Article 675 after the words "assembling the Court" and with the substitution of the expression "Clerk of the Court" for "Judge-advocate" wherever the same occurs.

3. Sections 63 and 64 shall apply to Disciplinary Courts with the following modifications:—(1) The expression "Clerk of the Court" shall be substituted for the "Judge-advocate of the Fleet or the person officiating as Deputy Judge-advocate of the Fleet" wherever the same occur. (2) The word "Court" shall be substituted for the words "Court-Martial" wherever the same occur.

4. Articles 677 to 684 (both inclusive) shall apply to Disciplinary Courts with the substitution of the expression "Clerk of the Court" for "Judge-advocate" wherever the same occurs.

## EXAMINATION OF WITNESSES, EVIDENCE AND DEFENCE.

**701k.** Articles 685 to 689 (both inclusive), 691a, 692, 692a, and 693, except clause 5, shall apply to Disciplinary Courts with the substitution of the expression "Clerk of the Court" for "Judge-advocate" wherever the same occurs.

2. Sections 66, 67, 68, and 69 shall apply to Disciplinary Courts with the following modifications, viz.:—That the expression "Disciplinary Court" shall be substituted for "Court-Martial" and the expression "Clerk of the Court" for the words "Judge-advocate" and "Deputy Judge-advocate or the person appointed to officiate as Deputy Judge-advocate at the trial" wherever those words or expressions respectively occur.

## AMENDMENT OF CHARGE: ASCERTAINING THE OPINION OF THE COURT AND FINDING.

**701 l.** Articles 694, 695 (except so far as it refers to a sentence of death), 696, 697, 698 (except so much thereof as refers to persons below the rank of subordinate officer) shall apply to Disciplinary Courts with the substitution of the expression "Clerk of the Court" for "Judge-advocate" wherever the same occurs.

## SENTENCE.

**701m.** Articles 699 and 700, with the omission of the words "either by issuing his certificate for the keeping of the accused in penal servitude or warrant for his imprisonment or detention or otherwise," shall apply to Disciplinary Courts with the substitution of the expressions "Clerk of the Court" for "Judge-advocate" wherever the same occur, and "Trial" for "Court-Martial" in Article 699, clause 3, and "Disciplinary Court" for "Court-Martial" in Article 700, clause 3.

## DISPOSAL OF MINUTES.

**701n.** Article 701a shall apply to Disciplinary Courts with the substitution of the expressions "Clerk of the Court" for "Judge-advocate" and "Disciplinary Court" for "Naval Court-Martial" or "Court-Martial" wherever the same occur.

## CHAPTER XVIII.

## COURTS OF INQUIRY AND NAVAL COURTS.

## ARTICLE 703.

\* \* \* \* \*

5. Members of a court of inquiry are not disqualified to sit on a court-martial upon the same subject-matter, because they have so acted, but they may be objected to, and the objection allowed by the court, and this contingency is to be considered in selecting the members. So far as may be practicable and consistent with a due regard to this contingency, the President and members should be senior to the person whose conduct is under inquiry. It is undesirable that officers whose evidence may be required by the court, should be nominated as members and in accident cases the court, whenever possible, is not to be wholly composed of officers belonging to the ship in which the accident occurred.

(N.L. 11775/22.)

\* \* \* \* \*

11. The minutes of the proceedings are to be signed by all the members, and forwarded by the President to the authority ordering the inquiry. The written instructions issued to the Court by the convening authority are to be included in the minutes. If there is a difference of opinion among the members on a material point, the grounds of difference are to be fully stated.

(N.L. 32671/18.)

12. Any sketches or diagrams which may be produced during the proceedings in order to illustrate the evidence of a witness are to be attached to the minutes.

(N.L. 3619/13.)

## CHAPTER XIX.

## DISCIPLINE.

## SECTION I. CHAPLAIN, DIVINE SERVICE, &amp;c.

**715a. Marriage with Alien.**—It is not necessary to ask for permission to marry with an alien, but any officer, seaman or marine who marries a woman of alien birth is to report the fact to the Admiralty, for the purpose of record, through the proper channel. For officers, it will be sufficient if attention is definitely called to the fact that the wife is an alien by birth when reporting the marriage. (See Article 418.)

(L. 2088/19.)

## SECTION II. DISCIPLINE GENERALLY.\*

**721. Salutes to Superiors.**—Every officer and man on meeting, passing, or addressing his superior officers, knowing them to be such, is to pay them the accustomed marks of respect, whether they are attached to the same ship or not, and whether they are afloat or on shore; and officers and men of the Royal Navy are to pay the customary marks of respect to such officers of the Army, Air Force and Royal Indian Marine, when in uniform, as are entitled to be saluted by officers and men of corresponding rank in their own Service.

(N.L. 4396/22.)

**723. Men placed in the Report.**—The leave of petty officers and men is not to be stopped when they are placed in the report, unless they are placed there for any of the offences named in Art. 769, clause 1, (a) to (i) inclusive.

## ARTICLE 724.

\* \* \* \* \*

2. Offences which are logged should not be reported to the Admiralty unless the Commanding Officer considers the matter sufficiently serious to warrant a permanent record against the officer, when the report of the logging should be submitted to the Commander-in-Chief to decide whether it should be communicated to the Admiralty.

(N.L. 19747/20.)

**727. Sleeping out of Ship.**—If the Captain should sleep out of the ship, the Executive Officer and the Navigating Officer, if the latter is senior to the Executive Officer, or is of Commander's rank, are not to be both absent from the ship on the same night unless by special permission of the Senior Officer present. No officer is to remain out of his ship for the night without the previous sanction of the Captain or of the Commanding Officer.

(N.L. 9227/13.)

**735. Trafficking.**—No sort of beer, wine or spirituous liquor is to be sold on board by any person, nor is any person belonging to the ship to sell articles of any other description to any other person belonging to the ship without the written sanction of the Captain; and all loan, transfer, gift, or barter of spirit or intoxicating drink is prohibited on board.

Men are not to be allowed to sell, exchange, nor in any manner to dispose of their clothes or bedding without the permission of the officer of their division.

(N.L. 11./12342/16.)

\* \* \* \* \*

3. Traders are not permitted to board His Majesty's ships in home waters in order to peddle their wares. Where the exclusion of a particular trader would cause real inconvenience to the ship's company the circumstances should be reported to the Admiralty for consideration. At the discretion of Commanders-in-Chief this prohibition need not extend to the sale of newspapers on board.

(N.L. 12638/21.)

\* See Article 26, clause 2, and Appendix XXII. (*Dominion Naval Forces*).

## ARTICLE 737.

\* \* \* \* \*

2. This authority may only be exercised by a Commander-in-Chief abroad when the ship is about to make a direct passage from one port to another, but on no account is it to be exercised when ships are cruising for practice or for evolutionary purposes, and every case is to be specially reported to the Admiralty. (N.L. 12865/21.)

\* \* \* \* \*

## SECTION III. GOOD CONDUCT BADGES.

**740. Number and Date of Award.**—Badges for good conduct not exceeding three in number are to be conferred on men entitled by their ratings to hold them.

2. All men granted badges are entitled to the good conduct pay attached to them except in the case of honorary badge ratings.

3. Badges are to be granted when they become due, whether the man applies for the award or not.

4. No man is to be granted a badge, in any circumstances, until he has attained a badge rating. Men rejoining in non-badge ratings, as well as those rejoining in badge ratings, may, however, resume badges previously held. (See Articles 743 and 747). For badge ratings, see Appendix XV., Part I.

(N. 15966/20.)

## ARTICLE 741.

\* \* \* \* \*

## Clause 2.

\* \* \* \* \*

(a) Time served in the rating of Boy or Apprentice of any class, or before attaining the age of 18 years.

(N. 653/23.)

\* \* \* \* \*

(c) Time for which "Indifferent" is the highest Character admissible or actually awarded under Article 829.

(N. 653/23.)

\* \* \* \* \*

(f) Time for which pay is not allowed; for example, time lost through imprisonment, detention, cells, or civil custody, or during which a man has been out of the Service for any cause. See 1189 (*Royal Marines*).

(N.P. IV./104/21 and N. 16034/21.)

**3. Two Years' "Very Good Conduct."**—During the two years of actual service in receipt of wages immediately preceding the award of a badge, a man must not have been punished by warrant nor reduced to the second class for leave, and he must have conducted himself with sobriety, activity, and attention. During this period his conduct, in the opinion of his Captain, must also have been uninterruptedly very good.

Conviction by the civil power, or an order under the Probation of Offenders' Act, may be regarded as breaking the continuity of this very good conduct if this is recommended by the Captain and approved by the Commander-in-Chief or other Flag Officer whose flag is flying to whom reference can most conveniently be made, or by the Adjutant General, R.M., for Royal Marines serving on shore.

A second or third badge is not to be awarded unless the man has qualified himself, as above, during the two years of actual service in receipt of wages immediately preceding its award, and has been in continuous possession of the preceding

badge during this period. Two or more badges, however, may be awarded together or at less intervals than two years on account of service in non-badge ratings allowed to count under Article 742, or on the removal of R. or R.Q., under Article 744.

(N. 5475/23.)

4. **Method of Reckoning.**—The two years with continuous Very Good conduct required by Clause 3 is to be reckoned without reference to "V.G." or other assessed character on the service certificate, except "Indifferent." For example, the latter part of a year for which "V.G.," "Good" or "Fair" is awarded may be counted; but although a man may have been given "V.G." character for two years, it is within the discretion of the Captain to disallow any part of this time served under his command, a higher standard of conduct being required for good conduct badges than for the "V.G." character.

(N.L. II./50604/16.)

\* \* \* \* \*

743. **Men Rejoining within Five Years.**—Men who rejoin the Navy in badge ratings, or in non-badge ratings, within five years of their discharge, and who acknowledge their former service on re-entry, are to resume the good conduct badges and the position in regard to further badges which they held when they quitted the Service, but those re-entering in non-badge ratings are not entitled to further badges until they attain badge ratings.

(N. 15966/20.)

744. **Deserters and Others.**—Recovered deserters, unless the R. or R.Q. is removed, men who rejoin after an absence of five years, and men allowed to re-enter after dismissal as Warrant Officers, are to be considered in respect of the award of badges as fresh entries from the date of their return to the Service. See 338 (*Re-entry after Invaliding*), and 806, Clause 4A (*Remission of forfeiture of badges previously worn by deserters*).

2. **On Removal of R. or R.Q.**—On the R. or R.Q. being removed from the record of a recovered deserter, any badges forfeited in consequence of desertion and any further badges for which the man may be eligible according to his total service may be granted from the date of the order for the removal as though the notation had never stood against his name.

(N.L. 14531/14.)

745. **Pensioners** when called out are to resume their position as regards badges and receive pay for the latter without reference to the time that may have elapsed since they last served.

2. The same applies to Pensioners allowed to serve in peace time except that re-entry must be within five years of their previous service.

3. Should any such pensioner not have been in possession of three good conduct badges when pensioned, his previous service towards a further badge, as well as service as pensioner, will be allowed to reckon towards further badges, in accordance with the foregoing Articles.

(N. 6604/20.)

746. *Cancelled.*

(N. 6604/20.)

747. **Marines Entering as Seamen.**—Men who have served in the Marines and who enter the Navy in badge ratings or in non-badge ratings, within five years of their discharge from the Marines, and acknowledge their former service, are to resume the badges they held on discharge, provided that the maximum number of badges does not exceed three. Such men as are not entitled to that number are to count their marine time towards the restoration of forfeited badges, and towards fresh naval badges, as though it had been naval time; but those entering in non-badge ratings are not entitled to further badges until they attain badge ratings.

(N. 15966/20.)

748. **Army and Royal Air Force Service.**—Men, whether \_\_\_\_\_ Pensioners or not, who join the Navy within five years of their discharge from the Army or Royal Air Force, and acknowledge their former service, will be allowed to reckon towards the acquisition of naval badges any "Very Good" time, not

exceeding four years, which may have been served in the Army and/or Royal Air Force.

2. Men invalided from the Army or Royal Air Force who are allowed to enter the Navy may reckon their "Very Good" Army or Royal Air Force service without limitation as to its length or as to the break between the date of discharge from the Army or Royal Air Force and entry into the Navy.

3. Time served in the Army or Royal Air Force whilst under the age of 18 will not be allowed to count, and, where a break of five years or over has occurred between periods of Army and/or Royal Air Force service, the time prior to such break will not be allowed to reckon.

4. Army and Royal Air Force service acknowledged by men on entry will be verified by the Accountant General of the Navy and a notification whether the service can or cannot count, issued without application.

(N.P.II/1192/23.)

5. Such service will not be allowed to count towards the award of naval badges unless and until the man holds a badge rating. (See Article 740.)

749. Time in Imperial, Dominion or Colonial Government vessels.—A man who has served in Imperial, Dominion or Colonial Government vessels, before entering the Royal Navy, will be allowed to count any such time towards badges up to, but not exceeding, two years, provided that:—

(a) His conduct from first entry in the Navy to the date of receiving his first badge has been "Very Good";

(b) had the service been rendered in the Royal Navy in a similar capacity, it could be so counted.

2. Service rendered in such Government vessels before the man attained the age of 18 will not be counted towards badges, and should he have been awarded a character inferior to "V.G." during his service the time prior to such award will not be reckoned.

(N. 18532/21.)

\* \* \* \* \*

4. If, owing to misconduct in the Royal Navy, a man shall have obtained no advantage from former service of the above description in regard to the date of the award of his first badge, he will not be allowed to derive any subsequent benefit from such service.

5. Time served in Imperial, Dominion or Colonial merchant vessels, before entering the Royal Navy, will be allowed to count towards badges under the foregoing conditions for men entered before 1st May, 1922, but not for men entered on or after that date. Time served in such vessels after discharge from the Navy is not to count on re-entry into the Navy.

(N. 18532/21.)

\* \* \* \* \*

#### SECTION IV. GOOD CONDUCT MEDAL AND GRATUITY.

##### ARTICLE 751.

\* \* \* \* \*

##### Clause 2.

\* \* \* \* \*

(a) He must have served for 15 years with continuous "Very Good" character, and with previous character not inferior to "Good," in service reckoning for pension.

NOTE.—Where character during pensionable service has been assessed as "Good" on the 31st December in any year, time reckoning for Medal will not commence until the 1st January following.

(R. 1330/13.)

(a) He must be in possession of the full number of badges which he could have earned during his period of service.

(R. 1294/15.)

\* \* \* \* \*

4. **Disqualifications.**—(a) Desertion will render a man ineligible for the award of a "Good Conduct Medal under the ordinary regulations. Reduction to the second class for conduct will similarly disqualify, except in the circumstances provided for in sub-clause (b).

(b) If the reduction took place within the first five years of his time under the Regulations in force prior to the 1st January, 1913, which did not entail the award of a "Fair" character or limit the period spent in the second class, the punishment will not debar a man from the award, provided that by his good conduct he earned his restoration to the first class within eight months, and that his character for the year in which the reduction occurred was not assessed below "Good." See clause 2 (a).

(N.P. II. 1716/20.)

\* \* \* \* \*

15. **Second Payment on Account.**—Men who have been paid the gratuity for which they are eligible at the date of completing time for pension, and who subsequently become eligible by further service for a higher rate of gratuity, may be paid the difference between the amount they have already received and such higher rate. More than two payments on account of good conduct gratuity will not be made to the same man, unless he is a pensioner called up for service who received a second payment automatically on discharge to pension. To such a man any additional gratuity, within the limits of the maxima prescribed in Clause 7, earned by his mobilised service, may be paid on discharge. Such additional gratuity may be paid to the widow of a man who dies during mobilised service or to the next of kin if dependent.

(R. 1402/16.)

16. **Recovery on Discharge.**—If a man has been paid a gratuity after completing time for pension, and his pension is not secured to him under Art. 1946, Clause 2, the gratuity paid will be recovered from his naval pension if he misconducts himself during subsequent service and becomes ineligible for the award on final discharge; but if the man's pension is secured, only so much of the gratuity as may have been earned by service in excess of 22 years will be recovered.

(R. 429/13.)

17. **Recommendations withheld.**—In all these cases if the Captain should see fit to withhold the required recommendation for medal or gratuity he will fully record in the conduct sheet (Form S. 239A) his reason for so doing, and draw a line across the "R.M.G." column of the man's service certificate or the corresponding column of his conduct sheet,

(N.L. 4614/20.)

\* \* \* \* \*

## SECTION V. SUMMARY PUNISHMENTS.\*

### *Punishments Generally.*

752. **Power to Award.**—The Captain is authorised to award, under the prescribed conditions, the several punishments given in Table II., Article 757, subject in the case of No. 1, "Dismissal with Disgrace," or No. 5, "Dismissal from His Majesty's Service," to the approval of the Admiralty at home or of the Commander-in-Chief abroad; he is responsible for all punishments inflicted in the ship; that none are awarded or inflicted other than those authorised by Article 757, which are established by the Admiralty under the powers conferred by the Naval Discipline Act; and that no officer or other person shall order any punishment, except the Executive Officer, the Officer of the Watch or Day, the Engineer Officer specified in Article 753,

\* See Article 26, clause 2, and Appendix XXII. (*Dominion Naval Forces*).

clause 1 (e), the Marine Officer, the Senior Air Force Officer or Air Force Orderly Officer or Air Force Officer of the Watch, and the officer in command of any troops on board, if the Captain should have seen fit to delegate to them, or to any of them, the authority to punish within the prescribed limits, which is provided for in the following Articles.

(N.L. 1197/23.)

2. Punishments requiring warrants are not to be inflicted by officers in command below the rank of Commander without the approval, on page 4 of the warrant, of an officer of or above that rank, except in time of war or in the case of ships abroad on detached service for long periods. The Commander-in-Chief or Senior Officer will give such directions as may be necessary to carry this into effect.

(N.L. 14875/13.)

3. **Tenders, Boats or Men detached.**—When a tender is absent from the ship to which she is attached, or ship's boats are away on detached service, summary punishments, whether by warrant or otherwise, may be awarded by the Officer in Command of such tender, or the officer in command of ship's boats, without previous reference to the Captain. Similarly, when two or more tenders are absent from the ship in company or acting together, summary punishments may be awarded by the officer in immediate command of such tenders. The order of such Commanding Officer on Form S. 245 shall be a sufficient warrant for sending an offender to a place of imprisonment or detention, there to undergo his sentence and, until he reaches such place of imprisonment or detention, for keeping him in naval custody or, where a person is sentenced to imprisonment, in any civil prison or place of confinement. In like manner the power of awarding summary punishments may be exercised by the officer in immediate command of seamen and marines and airmen on detached service on shore or otherwise without previous reference to the Captain, provided, when dealing with marines, that they have not been made subject to military law by an order under the Army Act and in the case of airmen that they have not been made subject to Air Force Law by an order under the Air Force Act. In all the above cases the punishments awarded under this clause are to be reported to the Captain and duly recorded in the books and returns of the ships to which the men belong.

(N.L. 1197/23.)

\* \* \* \* \*

753. **Delegated Authority to Punish.**—The Captain may delegate to the under-mentioned officers, when and so long as he may see fit, authority to award the following punishments specified in Table II., Article 757 :—

\* \* \* \* \*

(f) The Commanding Officer of a Torpedo-Boat Destroyer or Torpedo Boat in company with the parent ship, if of or above the rank of Lieutenant :—

All summary punishments which do not require a warrant, except No. 19 (Caning of Boys).

(g) The Senior Air Force Commissioned Officer—to airmen for offences connected with their Air Force duties, but not with reference to the duties of the ship :—

If a Wing Commander—

No. 10, for the whole period.

No. 11, for 24 days.

No. 15, to the full extent.

If a Squadron Leader or Flight Lieutenant—

No. 10, for 7 days.

No. 11, for 14 days, but not to apply to non-commissioned officers.

No. 15, to the full extent.

(h) The Air Force Orderly Officer or Air Force Officer of the Watch—to airmen for offences connected with their Air Force duties, but not with reference to the general duties of the ship.

If a Flight Lieutenant—

No. 15, for 1 day.

(N.L. 1197/23.)



1a. The Captain may also delegate to the Executive Officer, if a Commander, authority to deal with leave-breaking offences up to 36 hours under Article 793, clause 1, and first offences of returning from leave drunk (*i.e.*, leave-breaking, &c., punished only with mulcts of pay within the established scale).

Offences requiring to be treated as aggravated, should be dealt with by the Captain.

2. The punishments under (a), (b), (c), (f) and (g) of clause 1 and those awarded under clause 1a are to be duly entered in the Daily Record and Punishment Returns. Those under (d), (e) and (h) of clause 1 are to be entered in a special book signed by the officer awarding them; the book being examined and initialled by the Executive Officer daily and signed by the Captain weekly. This book is to be produced at all inspections. The records of all punishments under (f) are to be examined weekly by the Captain of the Depôt Ship.

(N.L. 1197/23.)

4. The Royal Naval College, Keyham, is to be regarded as part of the Royal Naval Barracks, Devonport, and the Officer in Command of the Barracks is empowered to delegate to the Engineer Captain in Command of the Royal Naval College, Keyham, authority to award to the ratings borne for duty at the College summary punishments not requiring warrants. The Engineer Officer acting as Executive Officer at the College may be given authority to award punishments as prescribed in clause 1 (a) or 1 (b) of this Article according to his rank.

(N.L./C.W. 36746/19.)

**754. Investigations into Complaints.**—Hasty complaints are invariably to be discouraged. Punishments for mutiny may, however, take place at any time when immediate example is necessary. The formal investigation of other offences is, when the service and circumstances admit, to be deferred until the day following that of the committal of the offence, but no avoidable delay should take place in the investigation of the complaint or in the signing and reading of the warrant. The punishment must be carried out immediately after the warrant is read (*see* Article 755, clause 3), except as provided by Article 768, clause 4, in regard to the sentences of imprisonment or detention. Should an unusual interval elapse between the date of the offence and the reading of the warrant, the cause is to be stated on the punishment warrant, and in the daily record of offences. *See 723 (Stoppage of Leave of Men placed in the Report).*

(N.L. 3355/15.)

2. With the exception of alleged offences which may be investigated and dealt with by the senior commissioned officer of Royal Marines under 753, clause 1 (c) or by the Senior Engineer or the Engineer Officer under 753, clause 1 (e), all accusations are to be brought before the Officer of the Watch, who, unless they are minor charges with which he can deal (Article 753, clause 1 (d)), will forward them to his superior.

All complaints are to be fully investigated on the quarter-deck or other suitable place, in the presence of the accuser and the accused, who, as well as their witnesses, are to be heard fully and with impartiality.

Should the accused be on the sick list or in a military detention barrack, the investigation may, at the discretion of the Captain, be postponed until the man is fit for duty or discharged from the detention barrack. (*See 730, Offences committed in Military Detention Barracks.*)

(N.L. 39344/18.)

3. Should an offender be in such a state of health as to be unable to undergo all, or any part, of the summary punishment to which he may have rendered himself liable, and should it appear probable that he will be invalided out of the Service, or remain a considerable time unfit for punishment, the punishment due to his offence is nevertheless to be awarded, and, should it require a warrant, the warrant is to be completed and duly signed and read, in order that by the non-infliction of the punishment he may not escape the consequences (such as loss of pay, badges, &c.) which accompany the award of certain punishments. *See 722, clauses 3–6 (Offenders sent to hospital, invalided, &c.).*

(N.L. 12414/14.)

**6. Warning to Accused.**—In serious cases likely to form the subject of a Court-Martial, the officer conducting the investigation should bear in mind that a confession made before him by the accused will not be admissible in evidence at a Court-Martial unless the accused has first been warned that he is not obliged to say anything unless he wishes to do so and that any statement he may make may be given in evidence at his trial.

The warning to the accused is to be in the following form :—

“Do you wish to say anything in answer to the charge? You are not obliged to say anything unless you wish to do so; but whatever you say will be taken down in writing and may be given in evidence.”

Care should be taken to avoid any suggestion that the accused's answers can only be used in evidence against him, as this may prevent an innocent person making a statement which might assist to clear him of the charge.

(N.L. /22.)

**7. Liability to further Trial for same Offence.**—When at, or as the result of, a formal summary investigation of an offence the officer authorised to award punishment indicates by word or act that he has come to a definite conclusion as to the guilt or innocence of the accused, *e.g.*, by forwarding a punishment warrant for the approval of a Senior Officer, or by dismissing the case, the accused cannot be tried again for the same offence, even though further facts tending to show his guilt may be discovered. But if an Executive Officer refers the case to the Commanding officer as requiring a more severe punishment than he is authorised to award, or if a Commanding Officer applies for the offender to be tried by Court-Martial, neither of these facts is of itself a bar to a subsequent trial, provided the precautions mentioned are observed.

(N.L. 5494/17.)

**8. Statement by Accused.**—When there is a probability that evidence of a confession or denial by the accused made at the preliminary investigation will be required at a subsequent Court-Martial, the accused's statement is to be carefully taken down in his own words, read over to him and signed by the Captain. The written statement can then, on proof that it records what was said by the accused, be put in evidence at his trial. (See 619a, clause v.)

(N.L. 21644/20.)

**755. Warrants.**—The Captain, or the officer to whom authority is delegated under the provisions of clause 2, Article 752, when ordering punishments by warrant, is to be very careful that the warrants are correctly drawn up, and that they bear the signature of the complaining officer, in attestation of the complaint having been made by him. The charge as shown under the heading “Particulars of offence” on page 1 should follow as closely as possible the wording of the appropriate section of the Naval Discipline Act and the example given in the Admiralty Memorandum on Naval Court-Martial Procedure, further particulars necessary to indicate the full extent and circumstances of the offence being then added. A minor exception to the rule stated above is the description of leave-breaking offences, which should follow the wording laid down in Article 732, clause 5.

(N.L./22.)

**2. Approval and Reading.**—After the warrant has been signed, the approval of any superior authority, if such is required by the Regulations, should be obtained on page 4, and the warrant should be forthwith dated and read to the accused by the Commanding Officer. As a general rule the reading is to be carried out on the quarter-deck, and should be preceded by the Article of War under which the offence falls. Unless the Captain should think it necessary for the sake of example, the previous offences entered in the warrant are not to be read.

**3. Duration and Date of Award.**—The duration of every punishment, except in the circumstances stated in Article 768, clause 4, in respect to imprisonment and detention is to be reckoned from the date of its award, and such punishments as require a warrant for their execution are to be considered as awarded when the warrant has been read to the offender.

In order that there should be no doubt as to the date from which punishments (other than imprisonment or detention postponed under Article 768, clause 4), take effect, warrants are not to be dated until about to be read to the offender. See 754. (*Delay to be avoided.*)

## ARTICLE 757.

TABLE II.—DESCRIPTION OF SUMMARY PUNISHMENTS allowed by the ADMIRALTY to be awarded to PERSONS subject to the Naval Discipline Act, of and below the Grade of Chief Petty Officer or Non-Commissioned Officer.

(NOTE.—These punishments, in their application to Boys and Youths under training, are subject to the modifications set forth in the *Training Service Regulations and in the Seagoing Training Ship Order Book*.)

Punishment number.	A.	B.	C.	Whether applicable to				H.	I.	Punishments by which it may be accompanied, if applicable at the time to the Offence and the Offender.		L.
				Chief Petty, Petty and Non-Commissioned Officers.	Leading Rates.	Men below Leading Rates.	Boys.					
				D.	E.	F.	G.			K.		
8a		* For Motor Drivers only. Deductions from Pay.	* 3 months.	* Yes	* Yes	* Yes	* —	* Yes	* —	* 10, 11, 16		* 782a
11		* Stoppage of leave . . .	* 3 months.	* Yes	* Yes	* Yes	* Yes	* No	* —	* { 12, 13, 14, 20, 16. }		* 793 to 795
12		Reduction to 2nd class for leave.	—	Yes, but see 787, Clause 1, as to Badgement.			—	No	—	13, 14, 16	{	785 to 789, 793, 875.
13		Deductions from Pay for improper absence and for unfitness for duty through drink.	—	Yes	Yes	Yes	Yes	No	—	14, 16	{	792, 793, 794.
14		Stoppage of grog . . .	30 days (except as provided in 795)	Yes	Yes	Yes	No	No	—	16		795
20		* For Lascars and other Coloured Ratings only :— Deductions from Pay	5 days	* Yes	* Yes	* Yes	* —	* No	* —	*		*
				Yes	Yes	Yes	—	No	—	—		800

(N. 3879/13., N.L. II./35609/16., N.L. II./52662/16, N.L. II./37480/16 and N.L. 16402/13.)

4. **Modification of Sentence.**—Officers, at any time before the warrant is read to the offender, though it may have been signed, are free to modify or even withdraw any sentence if, on further consideration, it should appear to them desirable to do so, obtaining the concurrence of the superior authority who may have approved the proposed punishment.

5. **Previous Offences.**—In the first warrant made out for a man, in any quarter, all his offences during the preceding six months in the ship are to be entered, but for his previous time in the ship, only punishments by warrant, unless it is proposed to award corporal punishment,\* when every offence committed in the ship must be stated. Should a man be punished by warrant more than once during a quarter, only the offences committed since the date of the last warrant are to be entered, with a reference to the date of such previous warrant.

(N.L. 4614/20.)

## ARTICLE 756.

\* \* \* \* \*

(g) Every summary punishment awarded and every punishment following automatically upon another is to be set out in the particulars of punishments on the warrant, except such as form an integral part of another punishment, e.g., forfeiture of pay and stoppage of leave consequent on imprisonment, detention or cells are not to be shown on the warrant.

(N.L. 349/21.)

*Tables of Punishments.*

ARTICLE 757, see opposite.

DISMISSAL FROM HIS MAJESTY'S SERVICE WITH OR WITHOUT DISGRACE.

## ARTICLE 758.

\* \* \* \* \*

5. *Cancelled.* (See 757, Table II.)

(N.L. 6002/13.)

\* \* \* \* \*

8. **Dismissal abroad, or passage home.**—If a person dismissed, with or without disgrace, should desire it, and there is no objection on the part of the local authorities to his landing, he may be dismissed abroad; but should he wish to return home, he may be sent by the first opportunity of a ship-of-war or transport. If sent in a ship-of-war, the Captain is to be informed of his offences, and is not on any account to order him to work except in cases of emergency; he is to be victualled in accordance with Article 1682, clause (h)           !            On arrival in England he is to be immediately discharged to the shore. See 1358 (*Pay on Passage*), 1505 (*Travelling Expenses*), also 1173 (*Dismissal of Marines*).

(N.L. 6239/22.)

## IMPRISONMENT AND DETENTION.

767. **When to be Awarded.**—Detention is considered to be a more suitable punishment for Naval offenders than imprisonment, and should be awarded in preference to the latter when the offender will be retained in the Service, unless he has already undergone several sentences of detention without effect. Detention should not, however, be awarded in places where there is no detention accommodation available within a reasonable distance and when imprisonment is in such circumstances awarded in lieu of detention a note to that effect is to be made on the punishment warrant and in the conduct book.

(N.L. 71556/17.)

768. **Limits.**—Every person below the rank of subordinate officer, with the exceptions specified in Article 769, who shall be guilty of an offence, triable under the Naval Discipline Act, and punishable by imprisonment or detention may, provided the offence is not made capital by the Act, be summarily tried and sentenced by the Captain on the punishment warrant (Form S.271) to a term of imprisonment (with or without hard labour) or of detention, not exceeding three calendar months, and, in compliance with the Act, shall be committed to a proper place of confinement by the Captain's order (S.245). Detention should not be awarded for a period

\* NOTE.—The power of Commanding Officers to award corporal punishment for any offences tried summarily under Section 56 of the Naval Discipline Act is suspended until further orders.

of less than 10 days. The maximum period of imprisonment or detention for absence without leave by statute is limited to 10 weeks, except in time of war.

(N.L. II./68323/17.)

\* \* \* \* \*

**770. Uniformity in Awards.**—In order to secure as much uniformity as possible in the award of sentences of imprisonment or detention by officers in command of His Majesty's ships, such officers, when in the presence of a Commander-in-Chief or Senior Officer, are to obtain his approval, on the form on page 4 of the warrant, to the proposed award before the warrant is dated and read to the offender. (See 755.)

(N.L. 14875/13.)

\* \* \* \* \*

3. Men in ships in home waters sentenced to imprisonment for disciplinary offences are to be sent to the Royal Military Prison, Woking, Surrey.

Men sentenced to imprisonment for other than disciplinary offences are to be sent to a civil prison in England or Scotland; those from Chatham and Portsmouth to Maidstone and Portsmouth Prisons respectively; and those from Devonport to Plymouth Prison (after ascertaining that there is accommodation) otherwise to Exeter civil prison. These civil prisons should also be used by ships within a convenient distance, except that men from ships at Portland should be sent to Dorchester Prison. In Scotland, Edinburgh, Inverness and Greenock, Civil Prisons should be used.

(N.L. 1673/22.)

\* \* \* \* \*

5. Men in ships in home waters sentenced to detention are to be committed to the following establishments so far as accommodation is available:—

From the Nore Station—Naval Detention Quarters at Chatham.

From Portsmouth Station—Naval Detention Quarters at Portsmouth.

From Devonport Station—Naval Detention Quarters at Devonport.

From ports in Scotland—Military Detention Barracks at Stirling.

They are to wear their uniform, and take their bags and hammocks with them. Those who will undergo their sentence in a naval detention quarters are to be sent under escort to the Royal Naval Barracks.

(N.L. 1673/22.)

**774. Consequent Penalties.**—A sentence of imprisonment or detention, whether awarded summarily or by Court-Martial, carries with it stoppage of wages and loss of time during the period of imprisonment or detention; it shall always carry with it, where applicable, deprivation of good conduct medal and badges; and, further, for a Chief Petty Officer, Petty Officer, or leading rate, disrating to a grade below that of a leading rate (except as provided for in Article 776, clause 1), and for a Non-Commissioned Officer of Marines when embarked, reduction to the ranks. See 1180 (*Reduction of Non-Commissioned Officers*) and 1938, clause 4 (*Effect of one term of imprisonment or detention on Pension*).

(N.L. II./50562/15 and N.L. II./4386/16.)

\* \* \* \* \*

**775. Persons Sentenced, how borne.**—Persons sentenced summarily or by Court-Martial to detention are to continue to be borne on ship's books, being transferred for this purpose to the books of—

(a) the Depôt Ship, if there is one in the vicinity of the place of confinement; or if there is no Depôt Ship,

(b) some other convenient ship in the vicinity; or if there is no such ship,

(c) the Flag Ship.

Persons sentenced summarily or by Court-Martial to imprisonment are to be similarly borne upon ship's books unless they will be discharged direct from the prison to civil life, when they are to be discharged from ship's books from the time of arrival at the prison or from the time the order for discharge from the Service is received.

(N.L. 15402/13.)

\* \* \* \* \*

3. **Men from Ships about to Sail.**—On all occasions of a ship sailing from a home port the Captain is to furnish at least three days beforehand, the senior officer present with a report on form S.219 of the men undergoing imprisonment or detention. Such men may be removed from confinement for the purpose of rejoining their ship at the discretion of the senior officer in cases where a very few days of the sentence remain unexpired, or at any time should any serious inconvenience to the Service be likely to ensue. (*See 731.*)

(C.W. 6033/23.)

\* \* \* \* \*

775a. **Suspension of Sentences.**—Sentences awarded summarily may be suspended in the circumstances set out in Article 700b, clause 1, but a sentence should never be suspended when it is intended that the offender shall not return to the Service. Officers concerned are recommended to use freely the power conferred by Section 74a of the Naval Discipline Act whenever, in their opinion, this can be done without detriment to discipline and the offender is likely by his conduct, to justify the concession.

2. With the concurrence of the Senior Officer, if any, who approves a punishment warrant for imprisonment or detention, the Commanding Officer may, instead of issuing the usual committal order, give an order in writing that the sentence is to be suspended until an order of committal is issued. If there is no Senior Officer present to approve the punishment warrant the Commanding Officer will use his own discretion.

3. At any time after a committal order has been issued, the officer who signed the committal order or, in special circumstances, the officer commanding the fleet or station to which he belonged, may order the residue of the sentence to be suspended.

4. When a sentence has been suspended either before or after an order of committal has been issued, the offender is to be released from custody and informed by his Commanding Officer that his case will be reviewed periodically, and that the enforcement or remission of the remaining portion of the sentence will depend on his conduct remaining "V.G."

5. **Period of Suspension.**—A sentence which has been suspended either before or after a committal order has been issued remains suspended until such order has been issued or re-issued or the sentence has been finally remitted. The officer commanding the ship or establishment to which the offender for the time being belongs, is, at intervals of not more than three months from the date the sentence was suspended until the sentence is put into execution or finally remitted, to reconsider the case and decide whether the residue of the sentence shall be finally remitted or shall continue suspended, and he is on each occasion to inform the offender of his decision. An order for committal shall not be issued after the expiration of twelve months from the date of the suspension, when; unless an order for committal shall have been previously issued, the sentence or the unexpired portion thereof shall be finally remitted.

6. If at any time during the probationary period the offender's conduct shall fall below "V.G.," the sentence should not continue suspended, but a committal order is to be issued by the officer commanding the ship or establishment in which the offender is serving. *See 1180 (Marines transferred to or from shore strength).*

7. If an offender whose sentence has been suspended commits a further offence for which he is sentenced summarily to imprisonment or detention, the officer who is empowered to issue an order of committal for the further offence may issue an order of committal in respect of the sentence which was suspended, and may direct that the sentences shall run concurrently or consecutively, but, if the sentences are to imprisonment or detention the total of the two sentences is not to exceed two years, any period in excess of this limit being deemed to be remitted.

8. **Consequential Penalties.**—If a sentence is suspended before a committal order is issued any consequential penalties which would be entailed by the infliction of the suspended punishment are also to be suspended unless and until a committal order is issued. Any additional punishments which accompany a sentence of imprisonment or detention, *e.g.*, mulcts of pay, stoppage of leave, &c., but are not consequential thereon cannot be suspended.

If a committal order is issued and the sentence subsequently suspended or if a sentence is suspended and a committal order is subsequently issued, all the consequential penalties and other consequences, viz. :—

- (a) disrating;
- (b) deprivation of badges and medal;
- (c) effect upon character;
- (d) loss of pay and time;

shall be enforced in respect of so much of the sentence as is actually served. If a sentence which has been suspended is subsequently carried out, (a), (b) and (d) shall take effect from the date of committal. When a sentence is suspended after committal, (a) and (b) shall take effect from the date of sentence and (d) from the date of committal. For all sentences (c) shall take effect from the date of sentence. (*See* clause 9.)

**9. Effect on Character.**—If at the time of an assessment of character an offender's sentence or a portion thereof is under suspension, the only penalties which are to be taken into consideration are the portion of such sentence and the consequential penalties (if any) which have actually been enforced. If the suspended sentence or the suspended portion thereof is subsequently enforced, the character previously awarded is to be altered to that appropriate to the full sentence under Article 829. Thus, the award of character in respect of suspended sentences will follow the general rule that effect on character follows in the year of sentence. All alterations in character under this clause are to be noted in the remarks column of the ledger and are to be reported to the Accountant-General as they occur.

Where a suspended sentence or the suspended portion of a sentence is carried out in the year following that in which the sentence was awarded, together with a sentence of imprisonment or detention subsequently awarded (*see* Clause 7), only the latter sentence is to be taken into account in assessing character at the end of the year, whether such sentences run consecutively or concurrently.

**10. Notations.**—The fact that a sentence has been suspended in whole or in part is to be noted, with full particulars of the offence and sentence upon the man's conduct sheet and also in the "Remarks" column of the ledger. The service certificate is to be noted as directed in clause 11.

**11.** When a sentence of imprisonment or detention is suspended, subsequently remitted, or enforced, notations are to be made as follows in the "Time forfeited" column on page 4 of the service certificate, each notation being authenticated by the Captain's signature and the date of the sentence being either suspended, remitted, or enforced :—

- |  |  |
|--|--|
| (a) Suspension of sentence before committal.   | Rule through the notation of the number of days forfeited and insert notation "Suspended."   |
| (b) Suspension of sentence after committal.  | Amend the notation of the number of days forfeited so as to show the number of days of the sentence actually served before the residue of the sentence was suspended. Insert notation "Residue Suspended." |
| (c) Remission of suspended sentence.   | Rule through the notation "Suspended" or "Residue Suspended" and insert notation "Remitted" or "Residue remitted."   |
| (d) Committal or re-committal following suspension of sentence or residue of sentence. | Rule through the notation "Suspended" or "Residue Suspended" and insert notation "Committed" or "Re-committed" as requisite.   |

Care is to be taken that the original notations which are ruled through are not obliterated.

**12.** When the Commanding Officer suspends a sentence or remits or enforces a suspended sentence, the facts are to be specially reported at the time to the Commander-in-Chief or Senior Officer and are also to be reported when forwarding the quarterly punishment return. Commanders-in-Chief and Senior Officers are

to take steps to ensure that the review of suspended sentences is duly carried out at intervals of not more than three months.

(N.L. 14703/20.)

DISRATING.

**776. Summary Disrating.**—Disrating of any person below the rank of Subordinate Officers may be inflicted summarily by warrant (S.271), but no rating is to be disrated below the limits laid down in Appendix XV., Part I., nor lower, either actually or relatively, than the rating in which he first entered.\*

(N.L. II./61966/16.)

**1a. Acting Rates.**—A person holding an acting rate may be disrated by warrant as a punishment, in which case the ordinary procedure should be followed, and the disrating will have the usual effect on assessment of character, good conduct medal, &c. If he commits an offence which, though indicating an unfitness for the higher rating, is not sufficiently serious to merit disrating by warrant, or if his conduct is otherwise unsatisfactory, he may be ordered to revert to his former rating. When ordered to revert, the penalties which follow disrating by warrant will not be applicable; if punishment is also awarded the fact of reversion should be noted for information (but not as a punishment) on the warrant or in the Daily Record of Offences, as the case may be.

**1b.** When summarily disrated for misconduct a note in writing of the offence is to be attached to the man's service certificate.

(N. 6924/22.)

CLAUSE 2.

\* \* \* \* \*

(c) Either before or at the conclusion of the investigation the Captain if he thinks that the offence, if found to be proved, would deserve summary disrating, should inform the accused that he can, if he desires it, be tried by Court-Martial, and is to give him not less than 24 hours for the purpose of reflection, informing him at the same time that a rate taken away by sentence of Court-Martial cannot be regained without first submitting it to the Admiralty for approval, but that the usual authority, *i.e.*, the Commodore of the Depot or the Commanding Officer (or the Colonel Commandant or Superintendent, R.N. School of Music, for Marines), would have the power to restore if the disrating is effected by warrant.

(N.L. 41719/15.)

(d) If the accused, after the specified period, indicates that he does not wish to be tried by Court-Martial, and the Captain decides that disrating is the appropriate punishment, the necessary steps are to be taken to obtain the approval, on the form on page 4 of the Warrant Form (S.271), of the Flag Officer whose flag is flying to whom reference can most conveniently be made, the warrant being accompanied by Form S.270, on which each of the witnesses is to sign the summary of the evidence he has given. The warrant is to be signed, but neither dated nor read until the necessary approval has been obtained, but if such approval cannot be obtained within a reasonable period the Captain may formulate the sentence himself, reporting the circumstances without delay to the Commander-in-Chief or Senior Officer of the squadron.

(N.L. 14875/13.)

\* \* \* \* \*

(f) Should the exigencies of the Service, such as a single ship being on detached service, not permit a court-martial to be assembled within a reasonable period, the Senior Officer present may, if he considers it necessary, direct the Captain to deal with the case summarily. If in these circumstances the Captain disrates a chief petty officer or petty officer or non-commissioned officer of the Royal Marines, the Commander-in-Chief or Senior Officer of the squadron is to order a court of inquiry to assemble at the earliest possible date, and if their report indicates that a lighter punishment would have been sufficient, he is authorised to restore the rating from a date to be fixed by him. The accuser and the accused, together with the latter's friend,

\* As in 1913 Edition.



are to be present during the whole of the time that witnesses are being examined before the court of inquiry. A report, including the minutes of the inquiry, copy of the warrant, and form S.270, is to be forwarded to the Admiralty.

(g) *Cancelled.*

(N.L. 8754/21.)

**3. E.R.A.'s, Electrical Artificers and Ordnance Artificers.**—A Chief Engine Room Artificer, 1st Class, may be disrated to the lower class in that rating, or to Engine Room Artificer of any class not lower than that in which he entered the Service. The same rule applies to Electrical Artificer and Ordnance Artificer ratings. The approval of a Flag Officer is required (*see* clause 2 (d).) Chief Petty Officers thus reduced in class for misconduct are subject to all the penalties which may follow disrating under Punishment No. 6 in Table II of Article 757.

(N. 53182/18.)

\* \* \* \* \*

**6. Restoration.**—A rating disrated by Court-Martial for misconduct is not to be restored without the special authority of the Admiralty. A rating disrated summarily for misconduct before the 1st January, 1923, may be restored in the ordinary course by the Commodore of the Depôt (or in a vacancy by the Captain of the ship, where he is authorised to \_\_\_\_\_ give the rating).

**6a. Re-advancement of men disrated for Misconduct.**—Naval ratings disrated for misconduct after the 31st December, 1922, may be re-advanced irrespective of vacancies in complement and of Port Division numbers, at the discretion of their Captains for the time being, provided that they have passed the required examinations (*see* clause 6d) and at the date of re-advancement their conduct for the following periods immediately preceding re-advancement has been continuously "Very Good" (*see* 741, clause 3):—

Chief Artificer	...	...	} 2nd Class to 1st Class	} 2 years.
Chief Mechanician	...	...		
Chief Shipwright	...	...		
Artificer	...	...	} 4th Class or above	} To Chief 2nd Class, 2 years. To the next higher class other than Chief 2nd Class, 1 year.
Shipwright	...	...		
Mechanician	...	...		
Joiner	...	...	} 5th Class to confirmed 4th Class	} 1 year.
Blacksmith	...	...		
Plumber	...	...		
Painter	...	...	} 4th, 3rd and 2nd Classes to next Petty Officer Class	} 1 year.
Cooper	...	...		
Artificer	...	...		
Shipwright	...	...	}	
Joiner	...	...		
Blacksmith	...	...		
Plumber	...	...		
Painter	...	...		
Cooper	...	...		

All other:—

"Able Seamen" ratings ... ..	To Leading Rating ... ..	1 year.
Leading Ratings ... ..	To Petty Officer rating ... ..	18 months.
Petty Officer ratings ... ..	To Chief Petty Officer rating ... ..	2 years.

All such re-advancements should be notified at once to the Depôt (*see also* 776, clause 1, and 777a).

**6b.** The Captain is not to re-advance a rating disrated for misconduct unless he considers the man is in all respects worthy of the higher rating or grade.

**6c.** A man who was disrated by more than one step will be eligible under these rules for re-advancement by successive steps through the ratings previously held, but he must serve in each grade the prescribed period with continuous "Very Good" Conduct before re-advancement to the next grade.

**6d.** Before a man disrated can be re-advanced to a higher rating he must qualify in all examinations, not already passed, which are required for advancement to that rating.

(N. 6924/22.)

7. **Old System Ratings.**—No Chief Petty Officer or Petty Officer may be disrated to an obsolete rating, but a man who has been disrated from Chief Petty Officer (O.S.) or Petty Officer 1st or 2nd Class (O.S.) for misconduct, is to be allowed to regain the rating from which he was disrated, notwithstanding that these ratings are to die out.

(N.L. 14950/13.)

ARTICLE 777, CLAUSE 1.

See 1180, Clause 3 (*Royal Marines*).

(N. 16034/21.)

4. *Cancelled.*

(N. 53104/17.)

6. **Ratings attached to Air Force.**—If a petty officer or leading rate, while attached to the Air Force and serving under the Air Force Act, commits an offence for which he is disrated in his Air Force rating, he may, on ceasing to be attached to the Air Force, be disrated at the discretion of the Admiralty to a lower rating, subject to Article 776, clause 1. The decision of the Admiralty should be obtained when the rating concerned ceases to be attached to the Air Force.

(N.L. 51940/16.)

777a. **Restoration of E.R.A.'s, Mechanics, Electrical Artificers and Ordnance Artificers.**—Engine Room Artificers, Mechanics, Electrical Artificers and Ordnance Artificers disrated summarily or for incompetence before the 1st January, 1923, may be restored to the class from which they have been disrated or to any intermediate class, by the Commodore of the Depôt (or by the Captain of the ship where he is authorised           to give the rating); but the restoration is not to take place before the expiration of six months from the date of disrating without special instructions from the Commander-in-Chief or Senior Officer of the Squadron.

2. The Commodore of the Depôt or Captain may also re-advance such ratings disrated for incompetence after the 31st December, 1922, but the requirements of Article 776, Clauses 6 c and 6 d must be met.

3. For any of these ratings disrated for misconduct after 31st December, 1922, see Article 776, Clause 6a, &c.

(N. 6924/22.)

DEPRIVATION OF GOOD CONDUCT MEDAL OR BADGES.

ARTICLE 778.

2. (last line). *Delete* "Deputy."

7. **Restoration.**—The good conduct medal of a Petty Officer, non-commissioned officer, seaman or marine, which has been forfeited for misconduct may, with the sanction of the Admiralty, be restored on completion of his time for pension, provided that his character during the last five years of his service has been "Very Good." The medal may also, with the sanction of the Admiralty, be restored at any time if he has rendered some special service.

(N.L. 14532/14.)

ARTICLE 779.

2. **Restoration.**—One badge so lost may be regained by six months of continuous "Very Good" conduct, and additional badges by further periods of six months, reckoned, in each case, from the date of the preceding restoration.

If, however, a man has been sentenced to deprivation a second time within three years of actual service, the qualification is twelve months for the first restoration, and six months for each subsequent restoration.

(N. 653/23.)

\* \* \* \*

## Clause 4.

\* \* \* \*

(c) Time for which "Indifferent" is the highest Character admissible or actually awarded under Art. 829.

(N. 653/23.)

\* \* \* \*

## REDUCTION TO SECOND CLASS FOR CONDUCT.

**780. Offences for which awarded.**—Reduction to the second class for conduct may be awarded for gross insubordination, dishonesty, or gross misconduct on shore when not dealt with by the civil power, and also to men for whose continual slackness or misconduct the repeated award of minor punishments has proved ineffective.

This punishment, with its consequent reduction in the daily rate of pay (*vide* Clause 4), is unsuited to deserters or absentees whose offence frequently brings them into debt to the Crown. It is never to be awarded automatically as a necessary accompaniment to a sentence of imprisonment or detention, but may accompany such sentence when the circumstances render such heavy additional punishment necessary.

(N.L. 14054/13.)

2. It is to be awarded by warrant as a specific punishment except:—

(i) to Royal Marines serving on shore under the Army Act. (*See* 1183, Clause 3.)

(ii) when ordered by the Admiralty on conviction by the civil power (*See* Art. 812.)

(N.L. 12922/13.)

\* \* \* \*

4. The total daily pay of men in the second class for conduct is to be less by one-sixth than their pay when not in that class. In order to avoid the use of fractions in the daily rates of pay, credit is to be given at the full rate of pay and a charge of one-sixth shown on the ship's ledger in the column for "Other charges."

Immediately on being reduced to the second class for conduct, and until they are restored to the first class, the words "2nd class for conduct" are to be clearly noted in red ink after their names on the ship's ledgers, transfer lists, &c., by the Accountant Officers of the ships on whose books the men are borne, whether for pay, victuals or discipline only.

Credits of extra pay, compensation, lodging and kindred allowances are not to be subjected to the above deduction.

(N.P. IV/1800/21.)

## ARTICLE 782.

\* \* \* \*

**2. Period in the Second Class.**—Notwithstanding any sentence of imprisonment, detention, or cell punishment, or time lost in desertion, restoration to the first class is not to be deferred beyond six calendar months from the date of reduction. Should the period expire before the date of the recovery of a deserter who has been reduced, the man is to be regarded as in the first class from that date. Time in desertion is not to count towards the minimum period of three months referred to in clause 1. Subject to the maximum period of six months in the second class not being exceeded, time for which pay is not allowed is not to be counted towards restoration, except periods under sentence of imprisonment, detention, or confinement in cells, which may be allowed to count when a man

conducts himself well and is considered deserving of such consideration. A man in prison or under detention must be recommended for this privilege by the officer in charge of the establishment, the necessary report being obtained by the Captain upon each man received from prison.

(N.L. 5333/22.)

\* \* \* \* \*

4. **Exceptional Restoration.**—If, however, on account of any particular act of gallantry, or other exceptionally meritorious behaviour, the Captain, or Commandant for a marine serving on shore, should consider a man to be deserving of restoration to the first class before he has been three months in the second class, the Commander-in-Chief (or Adjutant-General, Royal Marines, for a marine serving on shore) may approve of such restoration, reporting the particulars to the Admiralty.

5. (1st line) *Delete* "Conduct Book."

(N.L. 4614/20.)

782a. **Motor Drivers.**—If any person below the rank of subordinate officer drives a motor, or other mechanically propelled vehicle, so recklessly, negligently or improperly as to bring discredit on the Service, his total daily pay may be reduced by one-sixth, for a period not exceeding three calendar months.

2. In order to avoid the use of fractions in the daily rates of pay, credit is to be given at the full rate of pay and a charge of one-sixth shown on the ship's ledger in the column for "Other Charges."

Credits of extra pay (other than driving allowance), compensation, lodging, and kindred allowances are not to be subjected to the above deduction.

(N.L. II./35609/16.)

#### CELLS.

783. **Cell Punishment.**—Solitary confinement in a cell is limited to 14 days. A warrant is required in all cases.

(N.L. 16496/15.)

\* \* \* \* \*

6. **Picking Oakum.**—The offender is daily, Sundays excepted, to pick two pounds of oakum, which is to be weighed when given to him and again when received from him.

(N.L. 15056/13.)

\* \* \* \* \*

10. **Visits.**—An offender in a cell is to be visited night and morning in hot climates by a medical officer; elsewhere one visit a day will be sufficient. He is to be visited in his cell once in each watch by the Regulating Petty Officer. With the exception of the chaplain, medical officer and regulating ratings, an offender is not to be permitted to hold communication with any persons, except when authorised by the Captain.

(N. 2168/19.)

\* \* \* \* \*

#### CLASSIFICATION FOR SHORT LEAVE.

##### *Second Class.*

787. **The second class for leave** is to consist of men in the second class for conduct, and those who, by breaking their leave frequently or for long periods or in aggravated circumstances, or who, by reason of gross or continued misconduct on leave are unfit to be allowed the same privilege as the rest of the ship's company. The first simple case of leave-breaking, even for a long period, should not be so punished.

A man in possession of a good conduct badge or badges is not to be reduced to the second class for leave unless his offences are so serious as to merit this punishment in addition to the deprivation of his badge or badges.

(N.L. 10402/20.)

\* \* \* \* \*

## PUNISHMENTS FOR LEAVE-BREAKING AND IMPROPER ABSENCE FROM PLACE OF DUTY.

**792. Limits of Punishment.**—The maximum summary punishment for leave-breaking that can as a rule be awarded is detention (*but see* 757, Table I. *Note (i) and* 768), but except for an aggravated offence the award is not to exceed 30 days. An offence requiring more severe punishment is to be specially reported to the Commander-in-Chief or Senior Officer present.

(N.L. 52652/16 and N.L. 71556/17.)

\* \* \* \* \*

5. Leave-breaking offences are invariably to be described on the punishment warrant or in the daily record of offences as follows:—

“Did remain absent over leave.....hours.....minutes, namely, from.....to.....”

(N.L. 348/21.)

## ARTICLE 793.

\* \* \* \* \*

2. **Up to 36 hours.**—For leave-breaking for periods up to 36 hours of improper absence (except aggravated or repeated offences) the punishment is to consist of mulcts of pay and stoppage of leave on the above scale only, but the Captain may, at his discretion, reduce the mulcts by such an amount as he may consider reasonable when, in his opinion, there are any special mitigating circumstances; the stoppage of leave should be reduced to a corresponding extent. This clause applies also to leave-breaking up to 36 hours dealt with in conjunction with other offences.

(N.L. 644/22.)

3. **Over 36 hours.**—For leave-breaking for periods of over 36 hours of improper absence, or for aggravated or repeated leave-breaking offences for shorter periods, other punishments permitted by the regulations may be awarded, according to the degree of the offence, in addition to the mulcts of pay and stoppage of leave on the above scale.

A man in possession of a good conduct badge or badges is not to be reduced to the second class for leave unless his offences are so serious as to merit this punishment in addition to the deprivation of his badge or badges.

\* \* \* \* \*

5. **Remission of Mulcts.**—If the total loss of pay (*i.e.*, mulcts and time in cells or under detention, but excluding expenses and reward for apprehension) amounts to 60 days, any mulcts in excess of this sum are to be remitted, but the full stoppage of leave is to be enforced. *See* Clause 2 (*Discretionary Remission*). This compulsory remission of mulcts applies also when imprisonment is awarded owing to lack of detention accommodation. It does not apply when, on other grounds, imprisonment is awarded in preference to detention or when the offender is punished for leave-breaking in conjunction with other offences, but if involving exceptional hardship the circumstances should be submitted to the Admiralty for consideration.

(N.L. 644/22.)

\* \* \* \* \*

8. Mulcts of pay for leave-breaking and for drunkenness on leave are to be debited against the offender's account in one sum, calculated at the rate of pay in force on the date of sentence as modified by such sentence in cases of disrating, deprivation of badges or reduction to the second class for conduct. The sum thus debited is to be regarded as a definite fine for the offence, and is not to be subsequently altered, *e.g.*, when an increase of pay is granted with retrospective effect, an offender may be credited with the balance of the increased emoluments for days upon which he would otherwise have been mulcted in full.

This clause does not apply to forfeiture of pay during confinement in cells.

(N. 16034/21.)

**793a. Improper Absence from Ship or Place of Duty.**—The provisions of Articles 792 and 793 apply to improper absence from ship or place of duty, *e.g.*, breaking out of ship or breaking away from a landing party, except that any punishment applicable to the offence under Article 757 may be awarded in addition to mulcts and stoppage of leave, and detention for ordinary offences of this description

in ordinary cases need not be limited to 30 days. Reduction to the second class for leave is not applicable to breaking out of ship or breaking away from a landing party, and Articles 792 and 793 are not applicable to men who are only absent from a particular part of their ship.

(N.L. 10402/20.)

#### PUNISHMENTS FOR DRUNKENNESS.

794. A mulct of one day's pay is to be inflicted for all offences of drunkenness on board His Majesty's ships or in naval establishments, or while absent on duty, or on returning from the shore, whether such return is voluntary or otherwise. A similar mulct is to be inflicted upon men who are drunk when received into naval or other custody, whether from leave or not, and, if from leave, whether their leave has expired or not, unless the offender has already been dealt with by the civil power (*see* 812, Clause 3).

(N.L. 11530/14.)

1a. For the offence of drunkenness on board His Majesty's ships or in naval establishments, or while absent on duty, additional punishments may be awarded, at the Captain's discretion, within the maximum authorised by Article 757, Table I. Section (e). Reduction to the second class for leave should not be awarded for such offences, though that punishment may be awarded for repeated offences of returning drunk from leave, as being continuous misconduct whilst on leave (*see* 786, clause 3).

(N.L. 10402/20.)

1b. For a first offence of returning from leave drunk, men below leading rates, provided they do not otherwise misconduct themselves, are not to receive any punishment other than the mulct of pay, but their grog may be stopped under Art. 795, and if also leave-breakers, they may be dealt with at the same time under Arts. 792 and 793. Should the offence be repeated, or the men otherwise misbehave, they may be dealt with under section (e) of Table I., Art. 757, in addition.

2. Chief petty officers, petty officers, and leading rates may be dealt with under section (e) of Table I., Art. 757, even for a first offence of returning from leave drunk if the Captain considers it necessary, in addition to being mulct of one day's pay.

(N.L. 13589/13.)

\* \* \* \* \*

#### BIRCHING AND CANING BOYS.

#### ARTICLE 799.

\* \* \* \* \*

2. Caning on the breech with clothes on is limited to boys and is to be inflicted with a light and ordinary cane. The number of cuts or blows is not to exceed 12, and the punishment is not to be carried out in public. Caning is intended for the serious offences of theft, immorality, drunkenness, desertion (in special cases as an act of leniency), insubordination, and deliberate or continued disobedience of orders. In the absence of the Captain, the Commanding Officer is not to order caning to be inflicted, unless the Captain shall be absent from duty by permission of superior authority for more than 48 hours.

(N.L. 19668/15.)

\* \* \* \* \*

#### DEDUCTIONS FROM PAY.

800. Coloured Ratings.—This punishment, when not authorised under Arts. 793 and 794, is to be confined to Lascars and other coloured ratings. Deductions under this Article are not to exceed five days' pay (or, as a rule, two days' pay in the case of offences for which No. 10 is the maximum punishment prescribed by Art. 757, Table I.) in respect of any one or more offences punished at any one time and are not to exceed 10 days' pay in all within the space of any one calendar month. The punishment is only to be awarded by the Captain.

(N.L. 16402/13.)

\* \* \* \* \*

## SECTION VI. DESERTERS AND REWARD FOR APPREHENSION.\*

**802. When Absentees to be marked "Run."**—If any person belonging to a ship should absent himself from his duty without leave, and if he should in the judgment of his Captain fail to give a good and sufficient reason for his absence, he is to be checked accordingly on the ship's books, on the day of his absence, if his absence began before noon, and on the day following his absence, if his absence began after noon; and should he not have returned at the expiration of seven days, he is to be discharged "Run" on the actual day on which his absence began, irrespective of the 12 o'clock rule for checking, and the letter R is to be placed against his name on the ship's books, and while it remains there he shall not be entitled to receive the pay which has accrued to the date of his discharge unless the tribunal by which he is tried, or the Admiralty, shall otherwise direct. *See 806, clause 4a. (N.L. 14531/14.)*

**2. Removal of the R by Captain.**—If the Captain should subsequently be satisfied that there was no intention to desert, he is to remove the R, provided the person has not been treated summarily as a deserter, and to cause payment to be made of the pay accrued, the case being reported to the Admiralty for information. *(N.L. II./14531/14 and 56718/17.)*

**3. Whenever persons are treated summarily as deserters the R is to be placed against their names on the ship's books.**

**3a. Removal of R by Admiralty.**—The Admiralty reserve to themselves the power of ordering the R to be removed, and of authorising payment to be made where the forfeiture has not been remitted under Art. 808, clause 4a, and restoration of time if they think fit, but the remission of these penalties will not be considered unless the man has completed either:—

(a) 3 years' service with continuous "V.G." character within 5 years of service after recovery, or

(b) 4 years' service with continuous "V.G." character within 9 years of service after recovery, or

(c) 6 years' service with continuous "V.G." character within any time.

The periods of 3, 4, or 6 years are to be complete calendar years from the 1st January, and the periods of 5 and 9 years are to be reckoned as beginning on the 1st January following the date of sentence for desertion.

**Men who have Deserted more than once.**—Application under (a), (b) or (c) above may be made for the removal of the last R. If this is approved, a man may commence to qualify for the removal of a previous R under the same rules, the period of 5 or 9 years being reckoned from the date of qualifying for the removal of the last R. Similarly with any further notations of R.

\* \* \* \* \*

## ARTICLE 804.

\* \* \* \* \*

**5a. Recovery Abroad or after Two Years.**—When deserters are apprehended or surrender in the United Kingdom after more than two years' absence from the Service they are not to be removed from their places of confinement until the Admiralty has been communicated with. Abroad, Commanders-in-Chief and officers in command of stations are to make such special regulations as may be suitable.

*(N.L. 6028/23.)*

\* \* \* \* \*

**7. Summary Investigation in Writing.**—When any deserter, or absentee without leave, whether delivered into naval custody by order of a magistrate, or by a warrant issued under Section 50 of the Naval Discipline Act, or by voluntary surrender, shall be brought before the Captain of any one of His Majesty's ships to be dealt with summarily, a thorough investigation is to be made with a view to establishing identity, and a note taken in writing of the proceedings; the prisoner is at the

\* See Article 26, clause 2, and Appendix XXII. (*Dominion Naval Forces*).

same time to be formally asked if he has any statement to make, and such statement, if made, is to be signed by the prisoner and duly witnessed; and the accuracy of any such statement is to be carefully tested before the investigation is closed.

The written note of the investigation and the prisoner's statement are to be retained as enclosures to the punishment warrant. (N.L. 21723/20.)

\* \* \* \* \*

#### ARTICLE 806.

\* \* \* \* \*

**4a. Forfeitures consequent upon Desertion.**—All pay, head money, bounty, salvage, prize money, and allowances which have been earned by a deserter, and all annuities, pensions, gratuities, medals and decorations (including Good Conduct Badges) which may have been granted to him, are forfeit to the Crown, unless the tribunal by which he is tried or the Admiralty shall otherwise direct. The forfeiture of the above, except medals and decorations (for which see below), should be remitted only in exceptional circumstances and the reason for the remission is to be reported to the Admiralty.

The tribunal by which an offender is convicted of desertion is to record a definite decision as to the retention or forfeiture of medals and decorations, including those issuable, but not yet in the man's possession. Except in respect of the Long Service and Good Conduct Medal which is automatically forfeited (see Article 778, Section 3), this decision is at the discretion of the tribunal and such discretion should be exercised with due regard to the circumstances of each particular case. In the case of summary punishments, forfeiture will be subject to the approval of a Flag Officer.

Forfeiture follows conviction only, and a deserter who is not reclaimed retains any medals and decorations actually held by him, but he is disqualified for the grant of any medal or decoration not already awarded for service prior to desertion.

Forfeiture of Badges, Medals and Decorations is to be indicated on the Service Certificate in the following manner:—

*Badges.*—The notation "Badge (or Badges) forfeited" is to be made after the last badge entry.

*Medals and Decorations.*—The relative entries are to be ruled through and the notation "forfeited" with the date of conviction is to be inserted below.

Remission of forfeitures is to be indicated in the appropriate columns as follows: "Forfeiture remitted." The notations are to be attested by the Captain.

(N.L. 410/23.)

\* \* \* \* \*

**6a. Restoration of Medals forfeited.**—Medals (other than Long Service Medals) which have become forfeited in consequence of desertion may be restored in the following circumstances:—

(i) On completion of a period of three years' service with "V.G." character.

(ii) On promotion to Petty Officer or Sergeant if re-entered below that rank.

(iii) On mobilisation from the reserve.

(iv) On re-engagement for pension after completion of first period of service.

(v) At the discretion of the Admiralty in recognition of meritorious service, or when otherwise specially recommended.

(C.W./N.P. II./695/19.)

(vi) Time-expired men who are discharged before completing the qualifying period of service as provided above, may be granted restoration if they can show continuous V.G. character from date of re-entry to the time of their discharge.

(N. 16034/21.)

Application should be made to the Accountant-General for re-issue, which will be made:—

(a) Free of charge when the original medals had been returned to the Admiralty on being forfeited.



(b) On repayment as duplicate issues when the original medals were not recovered, provided that a satisfactory explanation of the circumstances of their loss is forthcoming. A report on this point should be forwarded as directed in Article 1560.

Such restoration of medals will be noted on the men's Service Certificates.

**807. Rewards for Apprehension.**—Exceptional zeal or intelligence in effecting the arrest of a deserter or absentee, or in causing him to surrender, may be recognised by the payment of a reward of which the amount is to be determined by the energy and intelligence which has been shewn, and is not to exceed 1*l.* for the arrest of a man who has overstayed his leave, or 2*l.* for the arrest within two years of a deserter or of a man who has :—

(a) Broken out of his ship,

or

(b) When on service away from his ship quitted his place of duty and continued to be absent after the time at which he should have returned to the ship,

or

(c) When his ship was under sailing orders, continued to be absent without leave after the ship has sailed; provided that the fact of the ship being under sailing orders was generally known.

A reward should not be offered beforehand, except in rare cases where the recovery of the deserter or absentee is of especial importance for other reasons.

**2. Rewards not Payable.**—No reward is to be paid for the apprehension of any officer, or to any naval rating, or to any member of a police force employed at a naval establishment.

3. }  
4. } *Cancelled.*  
5. }

(N.L. 6028/23.)

**808. Expenses of Apprehension.**—For deserters or absentees escorted by the Police in Great Britain the only payments which may be sanctioned in addition to the foregoing rewards are the statutory fees of 2*s.* to the Magistrate's clerk and 2*s.* 6*d.* to any medical practitioners by whom the deserter or absentee may have been examined.

(N.L. 6836/20.)

**2. Apprehension by Police of Northern Ireland.**—For a deserter or absentee escorted by the Royal Ulster Constabulary the constable or other person bringing him on board may be paid, in addition to the foregoing rewards, incidental travelling and subsistence expenses in accordance with the following regulations, viz. :—

- (a) Sums, other than railway fares, expended on the actual conveyance of the deserter or absentee, such as hire of cabs, boats, etc.
- (b) Subsistence of deserter or absentee—not exceeding 1*s.* 6*d.* a day or 3*s.* 9*d.* a day when travelling.
- (c) Subsistence of escort.—At the rate payable under the Regulations of the Royal Ulster Constabulary according to the time necessarily occupied in conveying the deserter or absentee to his destination and returning.
- (d) Except in special cases the only other payments which may be sanctioned are the statutory fees of 2*s.* to the Magistrate's clerk and 2*s.* 6*d.* to any medical practitioner by whom the deserter or absentee may have been examined.

(C. II/3438/23.)

**3. When no Reward is payable.**—If no reward should be payable, the Constable or other person bringing deserters or absentees on board, should be directed to prefer a claim, in addition to the above items, for such other expenses as he may consider himself fairly entitled to. Every claim of this description is to be forwarded to the Admiralty for examination and decision.

**4. Appeal against Award.**—If the Constable, or other person, bringing a deserter or absentee on board, should object to the Captain's award, the question is to be

submitted to the Commander-in-Chief, who, if unable to settle it, will forward it for the decision of the Admiralty. If abroad the decision of the Commander-in-Chief, or Officer in command of the station, is to be final.

**5. Charges against Deserter.**—The Accountant Officer of the ship to which the deserter or absentee is brought is to pay to the Police on Form S.25 any reward which may be approved, and the statutory fee of 2s. to the Magistrate's clerk when incurred. The fee will be charged to Navy Votes.

The amount of the reward and the cost of the deserter's or absentee's own railway fare are the only charges to be made in respect of his desertion expenses against his wages by the ship to which he is brought; these items should be separately shown in the appropriate column of the ledger, except when specially remitted by the Admiralty at home, or Commander-in-Chief and Officers in command of stations abroad. The amounts chargeable in respect of railway warrants issued by the Police, whether in Great Britain or Ireland, for the deserter's or absentee's own conveyance will be communicated to the men's ships by the Accountant General of the Navy.

The amount charged against the offender's wages (or if this cannot be definitely ascertained the approximate sum) is to be noted for information (but not as punishment) on the punishment warrant, and in the daily record of offences.

The cost of telegrams sent relative to deserters or absentees is not to be charged against them.

**6. Constables to be sent.**—With a view to simplifying the payment of such claims, Magistrates and Governors of gaols, when requested to send deserters or absentees back to their ships, should be informed that it is desirable that the men should be sent in the custody of the Constables who actually apprehended them.

**7. Apprehensions by Metropolitan Police.**—The foregoing mode of payment does not apply to deserters or absentees apprehended by the London Metropolitan Police. For these the following course is to be observed:—

No payment is to be made by the Accountant Officer in respect of the expenses incurred by the Constable, or of any reward which may be due to him.

The Constable will produce a form prepared for the purpose, and will hand it to the Accountant Officer of the ship, who will with the approval of the Captain forthwith charge the deserter or absentee with the amount of any reward if due, and note, in the space provided on the form, the fact of the charge having been made. The form is then to be returned to the Constable.

The payment of the reward, when due, will be arranged between the Admiralty and the Commissioner of Police for the Metropolis, and any amount chargeable against the deserter or absentee in respect of railway warrants issued by the Police for the deserter or absentee's own conveyance will be communicated by the Accountant General of the Navy.

### 809. Cancelled.

(N.L. 6028/23.)

**810. Extra Pay to Regulating Ratings.**—Whenever Regulating ratings, or other persons in the Fleet, are sent on shore for the express purpose of collecting deserters or absentees, they are to be paid the amount of extra pay specified in Article 1484, provided the Captain is satisfied that the duties have been properly performed and without unnecessary delay.

(N. 2168/19.)

$\frac{2}{3}$  } *Cancelled.*

(N.L. 2430/19.)

## SECTION VII. CIVIL POWER.\*

### ARTICLE 811.

\* \* \* \* \*

3. *Cancelled.*

(N.L. II./68323/17.)

\* See Article 26, clause 2, and Appendix XXII. (*Dominion Naval Forces*).

4. When a man has been arrested by the civil power and afterwards admitted to bail, and the ship to which he belongs leaves the port before being dealt with, the accused is, if possible, to be lent to a ship remaining at the port and returned to the ship to which he belongs by the first Government opportunity, or, if there should be no early opportunity, by rail at his own expense. If no Naval accommodation is available the man is to be handed over to the Civil Authorities before the ship sails.

(N.L. 16577/13.)

#### ARTICLE 812.

\* \* \* \* \*

2. **Attendance at Trial.**—Whenever any man shall be on trial by the civil power for an offence within His Majesty's dominions in the neighbourhood of his ship, the Senior Officer, if practicable, will take steps to ensure the presence of an officer from the ship to which the prisoner belongs or upon the books of which he may be borne, to watch the trial, and, if called upon by the Court, to testify to the prisoner's character and antecedents. If the prisoner be committed for trial, the officer who watches on behalf of the ship is, if practicable, to mention to the prisoner the desirability of asking the Court whether he is not entitled to bail or, if not entitled, whether he may not have bail.

3. (Last line but one.) *Delete* "Deputy."

(N.L. 12238/14.)

\* \* \* \* \*

6. A decision is to be obtained as soon as possible after the man's conviction, and if any of the penalties specified in clauses 3, 4 and 5 are enforced they are to take effect from the date of the conviction or order under the Probation of Offenders Act. The decision is to be noted, with all the necessary particulars, in the ship's ledger, conduct sheet (or, if a marine, in the company conduct sheet), and on the third page only of the quarterly return of punishments (S. 181). A warrant is not required.

(N.L. 15008/22.)

### CHAPTER XX.

#### REGULATING BRANCH.

814. **Responsibility for the Regulating Branch.**—The Executive Officer or the Officer of the Watch is responsible that the Regulating Branch carries out the following instructions.

(N. 2168/19.)

815. **Regulating Branch.**—The term Regulating Branch applies to the Master-at-Arms and Regulating Petty Officers, and to others performing or assisting in the performance of regulating duties.

2. **Prevention of Crime.**—He and all Regulating Petty Officers are to consider it a most important part of their duty to prevent crime and the committal of offences, but he is to take care that Regulating Petty Officers carry out their duties with firmness and good temper, and that all altercations with excited or drunken men are avoided.

\* \* \* \* \*

4. **Patrol Armlets** are to be worn on the left cuff by men temporarily employed on regulating or patrol duties while actually on duty.

\* \* \* \* \*

6. **Disorderly Conduct.**—Regulating Petty Officers are to take special care to check all bad language, quarrelling, gambling, trafficking, and disorderly noise among the ship's company.

7. **Visiting the parts of the Ship.**—The Master-at-Arms is frequently to visit the various parts of the ship to see that due order prevails, and that his subordinates are doing their duty. He or the Regulating Petty Officers on duty are to report to

the Officer of the Watch all offences and irregularities in the ship which may come to their knowledge.

\* \* \* \* \*

**817. Store-rooms locked—Lights out.**—He is responsible that all the store-rooms are locked at the appointed hours, and that no lights are left in them, also that the keys are returned to the allotted place; and will report the same to the Executive Officer. The keys of the pistol cupboard or the keys of store-rooms wherein pistols are kept are to be considered as important keys, and are to be kept on the Important Key Board.

(G. 15993/20.)

**2. Fires and Lights.**—He, or the Regulating Petty Officers on duty, are to see that all fires and lights are put out at the proper hours, and that during the night no lights are permitted except those authorised by the Captain. He is to report to the Officer of the Watch when any unauthorised lights are burning.

(N. 2168/19.)

\* \* \* \* \*

**818. Bumboats.**—He and the Regulating Petty Officers are to examine articles brought off in bumboats to see that no unripe fruit, unwholesale vegetables, or other objectionable articles are introduced into the ship, reporting any doubtful case to the Medical Officer. See 1294, clause 2 (*Supervision of Food*). They are to watch closely the prices charged, and any case of imposition is to be reported to the Executive Officer.

(N. 2168/19.)

\* \* \* \* \*

**4. Men going on Leave.**—He or the Regulating Petty Officers on duty are to pass men going on leave out of the ship, and on their return are to inform the Officer of the Watch when they are ready for inspection.

#### ARTICLE 820.

1 and 2. *Cancelled.*

(G. 01418/16.)

**3. Opening the Spirit-room.**—A Regulating Petty Officer is always to be present when the spirit-room is opened, and to remain present until it is closed, or until relieved.

(N. 2168/19.)

#### ARTICLE 821.

\* \* \* \* \*

**4. Men off the Sick List.**—He is to obtain daily the names of men discharged to duty from the sick list, and he will take care that the petty officers of the part of the ship to which they belong and the Regulating Petty Officers are duly informed thereof.

(N. 2168/19.)

\* \* \* \* \*

**7.** He is to distribute letters and to keep a book for noting registered letters as directed in Arts. 579, clause 2, and 582, clause 2.

(M. 11840/14.)

**822. Master-at-Arms absent.**—In the absence of the Master-at-Arms, or when none is borne, his special duties will be performed by the senior Regulating Petty Officer, or by such other petty or non-commissioned officer as the Captain may appoint.

(N. 2168/19.)

## CHAPTER XXI.

## CERTIFICATES.\*

**824. Officers' Certificates.**—The Captain is to give to every officer serving under him, whether as part complement or supernumerary, on his discharge or on other prescribed occasions, a certificate of conduct on form S. 450; the right-hand certificate is to be given to the officer, and the book with the counterparts of all the certificates given, which are to be exact transcripts of the originals, is to be sent to the Admiralty when the ship is paid off, except that stationary and other ships at the home ports are to send the book to the Admiralty at the expiration of three years from the date of commencement, whether completed or not.

If an officer is serving under such circumstances that the rendering of a certificate on his conduct on form S.450 is not practicable, the officer concerned may apply to the Accountant-General of the Navy for a certificate of time for the period in question.

(C.W. 5936/21.)

When a Commodore in charge of the Royal Naval Barracks at any of the home ports is superseded, he need issue certificates of service only for the heads of departments and other officers who have come under his immediate supervision or under his notice for misconduct or inefficient performance of their duties; the certificates for the remaining officers concerned, which are initialled by the responsible heads of departments, being forwarded when the head of the department or the officer leaves the dépôt.

(C.W. 11214/21.)

\* \* \* \* \*

**4a. Medical Officers** serving in naval hospitals or sick quarters are to be granted certificates (Form S. 450) under the general conditions laid down in the foregoing clauses. The certificates are to be issued by the Senior Medical Officer of the hospital or sick quarters, and are to be countersigned by the Officer in Command of the Depôt Ship in which the officers are borne.

(C.W. 15143/16.)

\* \* \* \* \*

**7. Officers of Dominion Naval Forces.**—Officers of the Dominion Naval Forces serving in His Majesty's ships are to be given the usual service certificate, a copy of which is to be forwarded by the Commanding Officer direct to the Naval Authorities of the Dominion to which the officers belong, viz., for R.A.N. Officers, to the Official Secretary for the Commonwealth of Australia, Australia House, Strand, W.C.; for R.C.N. Officers, to the Director of the Naval Service, Department of Defence, Ottawa, Canada.

A notation that this has been done is to be made on the counterpart and the date of transmission should also be recorded.

(C.W. 10410/23.)

**825. Assessing Characters of Men.**—In assessing the character of a man, the Captain should take into consideration the Executive Officer and the Officer of the man's Division or (for a marine) the Marine Officer, as well as any other Officer who may have special knowledge of the man's character and abilities; he is fully to consider all the entries against him in his conduct sheet, or (if a marine) in the company conduct sheet, also his general character and efficiency, so that this duty, so important both to the man and to the Service, may be performed justly and with proper deliberation.

(N.L. 4614/20.)

**826. Conduct Sheet.**—A complete record of a man's offences is to be kept on a conduct sheet (Form S. 239a.), and the conduct sheets of the ship's Company are to be kept in a loose leaf file in charge of a responsible officer, under the Captain's own immediate superintendence. The Captain will be responsible for all notations relative to conduct, offences and punishments, but the Officer in charge of the file will be personally responsible for the correctness of those relating to dates of entry, ratings, discharges, &c., and for the safe custody and disposal of the documents.

\* See Article 26, clause 2, and Appendix XXII. (*Dominion Naval Forces*).

The file is to be produced whenever the ship is inspected, or whenever the Captain is required by superior authority to produce it. If the Officer in whose immediate care the file is placed is superseded, he is to deliver it to his successor.

**2. Use of Conduct Sheet.**—A conduct sheet is to be prepared for each naval rating in the ship, irrespective of whether offences are committed, and it is to form a continuous record regarding badges, class for conduct, class for leave, offences, punishments, &c., so as to afford the data upon which the record of his character is founded, and to guide the Captain in awarding punishments. Whenever it is necessary for a man's Service Certificate to be brought up for inspection, or to accompany him, his conduct sheet should be removed from the file and attached to the certificate. On a man's transfer to another ship the entries relating to his service up to that date are to be signed and dated by the Commanding Officer.

**3. Disposal.**—It is not desired that all the petty offences committed by any man should remain on permanent record against him, and for this reason when he joins a ship with a conduct sheet on which there is a record of any offences in previous ships, a new conduct sheet is to be made out, but the old one is also to be retained until the next assessment of character on the certificate of service, after which it is to be destroyed, unless the assessment was made at the time of desertion.

In order to save clerical labour in depôts, however, the conduct sheets of men joining shore or harbour establishments need not be so destroyed, but may be kept in use and accompany ratings to their next seagoing ship.

**4.** The conduct sheet of a man discharged from the Service is similarly to be destroyed, but that of an Officer's Steward or Cook discharged to the shore is to be duly completed and forwarded to his Port Division. It is to be retained for a period of five years unless the man is re-entered in the meantime, when it should be sent to his ship.

**5. Ratings on Passage.**—It is not necessary to make any notation on this form for a man borne for passage unless a change for the worse takes place in his character or in his rating.

**6. Transfer of Notations.**—When it is necessary to make a new conduct sheet, the record as to badges, conduct, class for leave, ability, recommendations for advancement, &c., are to be transferred from the former sheet. The new sheet is to be initialised by the Accountant Officer, who will be responsible for its correctness.

**7.** At the expiration of the year, after the character of each man has been assessed, a line in red ink is to be drawn across the sheet below the record of offences committed by him.

**8. Cancelled.**

(N.L. 4614/20.)

**828. Cancelled.**

(N.L. 4614/20.)

# ARTICLE 829.

\* \* \* \* \*

**2. New Certificates.**—If a man's service certificate is defaced a new certificate, showing the whole of his service, may be issued to him when necessary, the damaged certificate being impounded and forwarded to the Accountant-General of the Navy for Naval ratings; to the Colonel-Commandant of the man's division for Marines; and to the Superintendent, R.N. School of Music, Eastney, for Band Ranks, R.N. School of Music.

Should it become necessary through the length of a man's service to issue to him a second certificate, a note is to be placed in the service columns of the old certificate, "Continued on new certificate" and on the new one, "Continued from the original certificate."

(N.L. II./69365/17.)

**3. Notations of Service.**—The service of every man, with the exception of those provided for in the following paragraph, is to be shown on his Service Certificate, and for this purpose the name of every Ship in which he is borne for wages, whether as part complement or otherwise, or waiting trial for desertion, is to be noted thereon, together with the dates of his entry and discharge from each ship. If serving in a Tender a notation showing the name of the Submarine, T.B.D., T.B., &c., is to be inserted after the name of the Depôt Ship in which the man is borne.

Notations are not to be made on the Service Certificate of an Officer's Steward or Cook in respect of his employment by an Officer in receipt of an allowance in lieu of servants; the necessary entry as to the counting of such employment towards pension will be made at the Admiralty on the man's re-entry for general service. See 358, clause 19, and 1943, clause 11.

(N./18.)

## Clause 4.

(b) On reaching the age of 18 in the case of boys specially advanced to man rating before 18.

(N. 12111/22.)

(d) On discharge from the Service, except where a man sentenced to imprisonment is to be discharged direct from the prison to civil life. In such circumstances his character is to be assessed on the date he is discharged from ships' books in accordance with Article 775, clause 1.

If a man dealt with under (c) or (d) rejoins the Service within the year, the assessed character awarded on 31st December is to cover the whole year, the intermediate character awarded on desertion or discharge being ruled out. This does not apply to recovered deserters awaiting trial at the end of the year; their characters are not to be assessed on 31st December.

(N.L./21.)

5. *Cancelled.*

(N.L. 7188/22.)

7. **Men absent.**—Any person who may be on passage, in prison, under detention, imprisoned by the Civil Power, or in hospital, on the 31st December in any year, is to have his character to that date assessed from his conduct sheet on his arrival on board the ship to which he is sent or to which he may return, the assessment being made by the Captain of such ship.

**Invalids.**—A man invalided out of the Service at a home port is to have his character assessed to date from the entries on his conduct sheet by the Captain of the ship upon whose books the man is borne, except that a Marine's character is to be assessed and his discharge noted on his Service Certificate at headquarters.

(N.P. II/2444/20.)

9. **General Character Rules.**—The following general rules are to be observed in the assessment of character, but it is to be clearly understood that the Captain is always to exercise his own discretion within the following prescribed limits, viz. :—

(a) **"Good."**—A higher character than "Good" is not to be given to any man if during the period for which his character is being assessed he has been sentenced to be punished in any of the following ways :—

- (i) Disrated, reduced, or deprived of seniority for misconduct.
- (ii) Deprived of one or more badges or of medal (*see Note*).
- (iii) Sentenced to cells, Field Punishment No. 1, detention, or imprisonment (*see Note*).

(b) **"Fair."**—A higher character than "Fair" is not to be given to any man if during the period for which his character is being assessed he has been sentenced to be punished in any of the following ways :—

- (i) Reduced to second class for conduct.
- (ii) Sentenced to cells, Field Punishment No. 1, detention, or imprisonment, or any two or more of these punishments for 22 days in the aggregate.

(c) **"Indifferent."**—A higher character than "Indifferent" is not to be given to any man if during the period for which his character is being assessed he has been sentenced to be punished in any of the following ways :—

- (i) Two reductions to the second class for conduct.
- (ii) Sentenced to cells, Field Punishment No. 1, detention or imprisonment, or any two or more of these punishments for 61 days in the aggregate.

(N.L. 16430/20.)

NOTE.—The Captain may assess a man's character as V.G.\* once during his career, although the deprivation of one badge has rendered him ineligible for V.G. under the above Regulations. The same privilege may be allowed for the year during which a man with less than three years' service in a man's rating has been awarded cells (or if serving under the Army Act, detention) for a period not exceeding 5 days, but it is not to be granted in any other circumstances.

This privilege is granted in order that a man may not by one slip forfeit the rewards due to an otherwise unblemished record. It is, therefore, not to be allowed unless the Captain is entirely satisfied with the behaviour, conduct and work of the man for the year, apart from the offence in question.

Men who have previously received a character below V.G. in man's time are not eligible for the concession, nor are men who have had an inferior assessment specially altered by the Admiralty to V.G., unless the alteration followed automatically upon the cancellation of a punishment. In no circumstances, however, is a man who has previously had a character altered to V.G. to be awarded a V.G.\* without reference to the Admiralty.

V.G.\* will be regarded as equivalent to V.G. for all purposes, the asterisk being placed against the award only in order to ensure that no man receives such special consideration more than once during his service.

(N.L. 2624/22.)

\* \* \* \* \*

11. Boys' Characters.—The characters of Boy ratings of all classes are to be assessed on their Service Certificates on the day before attaining the age of 18. When boys have attained the age of 18 years their characters are only to be assessed as directed for men in clause 4, except in the circumstances provided for in sub-clauses (i) and (ii):—

(i) If a rating attains the age of 18 whilst awaiting trial for a major offence, the assessment of character normally made on the day before reaching that age is to be deferred until the punishment is awarded, when the assessment is to be antedated and the punishment taken into account.

(ii) If a rating attains his 18th birthday whilst in desertion and is subsequently recovered and punished the facts are to be reported to the Admiralty for decision as to character assessment.

The characters of boys are also to be assessed upon final discharge from training to the general service if they are under 18 years of age at the time, but not if they are over that age.

(N.L. 6835/20.)

\* \* \* \* \*

13. Verification of Addresses.—The name and address of each man's nearest known relative or friend are to be verified on 1st September in each year from Form S. 537 prior to their being recorded on the ledger. (See 1563, clause 2.) If the service certificate of a rating has been transferred with him to another ship or establishment before this has been done, the completed Form S.537, after notation in the ledger, is to be transmitted to that ship or establishment for verification of service certificate details.

(N. 9800/21.)

330. Other Notations.—The other portions of the service certificate are to be carefully filled up from time to time and all notations respecting medals (including the Albert Medal, Board of Trade Medal and Royal Humane Society Medal, etc.), badges, class for conduct, time forfeited, etc., and other information for which columns are provided, are to be made at the time of the award or occurrence. Only services which have received Admiralty recognition, but for which no medal is awarded and awards of the Royal Humane Society, etc., other than medals are to be noted as "Meritorious Service" in the space provided at the foot of page 2 of the certificate; the number and date of the Admiralty letter or order is to be indicated as the authority for each such notation. Notations are only to be made in the columns provided, and in accordance with the headings; black ink only is to be used, and all entries are to be in manuscript in accordance with the authorised abbreviations.

(N. 1488/23.)

\* \* \* \* \*



4. **Religion.**—The religious denomination of every man or boy is to be noted on his certificate on first entry; in the event of any man of good character representing himself as having become a member of a religious denomination other than that under which he had been entered, and as desirous of having the record altered accordingly, the Captain may permit the change to be made.

The religious denomination is to be stated thus :—

Church of England.  
 Presbyterian Church of Scotland.  
 " United Free Church of Scotland.  
 " Free Church of Scotland.  
 " Church of England.  
 " Church of Ireland.  
 Wesleyan.  
 Baptist.  
 Congregationalist.  
 Roman Catholic.  
 Primitive Methodist.  
 United Methodist.  
 Salvation Army.  
 Plymouth Brother.  
 Unitarian.  
 Quaker.  
 Jew.

Any other Denomination must be definitely ascertained and specified.

The terms "Protestant," "Methodist," "Nonconformist," and "Dissenter" should not be used. If a man is a "Methodist" the particular branch of Methodism should be given, and care should be taken to insert the precise Denomination of all sections of Nonconformists.

No entry of a Candidate's religious denomination is to be made on his Service Certificate until the question has been asked of him in the presence of the final entry Officer.

(N. 2698/21.)

5. **Port Division.**—On first entry into the Service the name of the Port Division to which a man may be appropriated is to be noted on his Service Certificate in the space provided. For Boy ratings the notation should be made on completion of their course of instruction. (See 360.)

(E.F.O. 7633/20.)

\* \* \* \* \*

8. **"Cause of Discharge" Column.**—The column for "Cause of Discharge" is only to be filled in under the heads given below, using the authorised abbreviations as follows :—

- |   |   |
|---|---|
|   | Death. D.D.   |
|   | Desertion. R, <i>see</i> 801.   |
| (a) From the Service.   | For other reasons.—The cause is to be restricted to notations customary in the Service; for invaliding the disease should not be given; for discharge " <u>Unsuitable</u> " (Art. 392) the notation is to be " <u>Unsuitable for the rating of . . .</u> ", the actual rating held at the date of discharge being inserted. |
| (b) To prison, naval detention quarters or military detention barracks, by sentence of Court-Martial . . . . .  | C.M.  |
| (c) To prison, naval detention quarters or military detention barracks, by sentence of Commanding Officer, if such sentence is to be followed by discharge from the Service . . . . . | F.  |
| (d) <u>Cancelled.</u>   |   |

No entry in the column is required for transfers from one ship to another without break of time or pay; nor for changes in rating, except that when disrated for incompetence the notation "Incompetence" is to be made, when disrated by sentence of Court-Martial the notation "C.M." is to be made, and when an acting rating is ordered to revert to his former rating the notation "Reverted" is to be made. (See 776, clause 1a.)

For Officers' Stewards and Cooks (non-continuous Service), the cause of discharge is not to be inserted on the Service Certificate unless the man is discharged on paying off, at his own request, on account of sickness, for misconduct, or as provided in sub-clauses (a), (b) and (c) above. With these exceptions the notation made in the "Cause of Discharge" column is to be "Shore" only.

(N. 5581/23.)

9. **Recommendations for R.F.R.**—The service certificates of all men of those ratings which are eligible for enrolment in the Royal Fleet Reserve (*see* "Regulations for the government of the Royal Fleet Reserve"), of Royal Marines whose services are required and of all special service men entered in the Royal Navy after the 30th September, 1908, are to be endorsed with the words "Recommended for the Royal Fleet Reserve" if they are considered to be generally fit and fulfil the conditions laid down in the following paragraph. This endorsement should be made in the "Special Recommendations" column (page 2), a similar note being made at the same time in the "Remarks" column of the ship's ledger.

Men are not to be recommended for enrolment whose ability is below "Satisfactory" or who are unlikely to fulfil one of the following conditions when discharged :—

- (a) Be in possession of one or more good conduct badges; or
- (b) have borne a satisfactory character generally throughout their active service, with "V.G." for two of the last three years, and at least "Good" for the remaining year.

The notation is to be made by Commanding Officers during the last year of the men's service, irrespective of whether or not they are desirous of joining the Royal Fleet Reserve. If discharged to other ships subsequently to the notation being made, except for passage or to await enrolment, the entry is to be confirmed by the signature of the new Commanding Officer. The Commodore of the depôt is to make or confirm the notation for men serving in a home depôt at the time of discharge.

For marines the notation is to be made at the divisional headquarters.

Any difference of opinion between Commanding Officers as to the fitness of any man for enrolment is to be referred to the Commander-in-Chief of the man's port division for decision, or, if a marine, to the Adjutant-General, Royal Marines.

(N. 10299/21.)

10. **Time forfeited.**—The loss of time caused by waiting trial for desertion, by imprisonment, detention, or confinement in cells, by conviction by the civil power, or by cases being dealt with by an Order under the Probation of Offenders Act, is to be shown on the certificate by notations in the division for "Time Forfeited," using the authorised abbreviations as follows :—

Detention. ( <i>See Note.</i> )	
Imprisonment for disciplinary offences only, or imprisonment considered by the Captain to have been awarded in lieu of detention on Stations where a Detention Establishment is not available. ( <i>See Note.</i> )	D.
Imprisonment under the Naval Discipline Act for other than disciplinary offences, <u>except as provided above.</u> ( <i>See Note.</i> )	
Confinement in cells	P.
Conviction by civil power or cases dealt with by an order under Probation of Offenders Act	C.
Waiting trial for desertion	C.P.
	W.T.

NOTE.—When a sentence of Imprisonment or Detention is postponed under Article 768, Clause 4, a note "Wt. dated . . ." is to be made against the record of the punishment on the offender's Service Certificate.

(N.L. 454/23.)

\* \* \* \* \*

12. *Delete the second paragraph.*

(N.L./N.P. 1669/13.)

\* \* \* \* \*

**15. Non-substantive Rating.**—The non-substantive rating held at the date of final discharge from active service is to be noted within brackets, under the record of the substantive rating, in the column headed "Rating."

(N.L. 1864/15.)

## ARTICLE 831.

\* \* \* \* \*

**2. Terms used.**—The terms to be employed in assessing ability are the following:—

Exceptional	to be written	Ex.
Superior,	"	Supr.
Satisfactory,	"	Sat.
Moderate,	"	Mod.
Inferior,	"	Inferior.

The substantive rating held by the man at the time is to be noted in brackets after each assessment thus: Ex. (A.B.).

(N. 11489/14.)

\* \* \* \* \*

**7.** Subject to clauses 8a and 9 of this Article, the number of Naval ratings and Marine ranks awarded "Exceptional" in each ship or establishment is not to exceed six per cent., calculated to the nearest whole number, of the total number of Naval ratings and Marine ranks borne.

**8.** The awards may be distributed among various Departments of the ship or to one or more of them, at the discretion of the Commanding Officer, but no attempt is to be made to bring the number of "Exceptional" awards up to the maximum authorised. When assessing men as "Exceptional" for ability, Commanding Officers should bear in mind that aptitude in non-substantive ratings is not to be taken into account and also that "Exceptional" for ability is intended to mark pre-eminence of a man in his particular grade of his particular branch. A junior rating of any branch is thus eligible for the award of "Exceptional" to exactly the same extent as any other rating except as provided in clause 8a of this Article.

**8a.** The following are to be assessed for ability as the Flag Officer or Commanding Officer respectively considers they deserve, having regard to the general principles laid down, and the award of "Exceptional" to any of them is not to be counted in the percentage allowed to the ship:—

(1) Naval ratings and Marine ranks forming part of a Flag Officer's retinue or borne for special duty with him.

(2) Colour Sergeants, R.M., and those Chief Petty Officers who, having reached the highest rating of their branch, are ineligible for further advancement in rating.

(N. 703/23.)

**9.** Should there be in any ship or establishment a number of ratings considered worthy of this award in excess of the percentage authorised, the Commanding Officer may apply to the Commander-in-Chief or Senior Officer of the Station or Squadron, who is empowered to authorise the number of "Exceptional" awards to be increased up to a maximum of seven instead of six per cent.

(N. 6924/22.)

**10. Men in Shore Establishments.**—Where men are serving in Depôts or other shore establishments the ability brought by a man from his last seagoing ship is to be awarded, except when the Commanding Officer has some special reason for making a change and subject to the above limitations on the number of "Exceptional" awards. Except with the approval of the Commander-in-Chief ratings other than Artificer Apprentices and Boys in the Training Service, serving in Depôts or other shore establishments, are not to be awarded "Exceptional" if they have not previously been awarded "Exceptional" since attaining their present rating.

(N. 293/23.)

\* \* \* \* \*

**12. Results of Examinations.**—Examinations passed are to be noted under the proper heading on the service certificate when no history sheet exists applicable to the subject, the date of passing being that on which the examination ends. Passing certificates need not be retained except of examinations for warrant officers; but the educational certificate, Part 1, is to be kept with the service certificate. Failure at examinations is not to be noted on service certificates. When failure cannot be noted on a history sheet the correspondence relating to it, or a notation on a sheet of paper, is to be attached to the service certificate.

(N. 7954/22.)

**13. Notations are to be made in the abbreviated form as follows :—**

**E.R.A.'s.**—For Engine Room Artificers :—

- (a) Of their trade.
- (b) When they have been granted a certificate that they are capable of taking charge of a watch in the engine room. (E.R. Watch Certificate.)
- (c) When they have been granted a certificate that they are in all respects capable of taking charge of the engines of a small ship. (Charge Certificate.)
- (d) To indicate experience with reciprocating propelling machinery (reciprocating).
- (e) To indicate experience with turbine propelling machinery (turbine).
- (f) To indicate experience with reciprocating and turbine propelling machinery (reciprocating and turbine).

**Acting Electrical Artificer, 4th Class.**—For an Acting Electrical Artificer, 4th Class :—

- (g) When he is a good workman and deserving of confirmation. (Q. Confirm.)

**Electrical Artificer, 4th Class.**—For an Electrical Artificer, 4th Class :—

- (h) When he is competent to perform the duties of Electrical Artificer 3rd Class. (Q. for 3rd Cl. Elec. Art.)

**Electrical Artificer, all Classes.**—And for all classes of Electrical Artificer :—

- (i) When they are fit for the rating of Chief Electrical Artificer, 2nd Class. (Q. Ch. Elec. Art.)

**All Engine Room Ratings :—**

- (j) After completion of the instructional course in oil-fuel burning all Engine Room ratings are to have the notation "O.F." entered on their Service Certificates.

**Mechanicians.**—For a Mechanician :—

- (k) When he has been granted a certificate that he is in all respect capable of taking charge of the engines of a small ship. (Charge Certificate.)

**Acting Ordnance Artificer, 4th Class.**—For an Acting Ordnance Artificer, 4th Class :—

- (l) When he is a good workman and deserving of confirmation. (Q. Confirm.)

**Ordnance Artificer, 4th Class.**—For an Ordnance Artificer, 4th Class :—

- (m) When he is competent to perform the duties of an Ordnance Artificer, 3rd Class. (Q. for 3rd Cl. Ord. Art.)

**Ordnance Artificers, all Classes.**—And for all classes of Ordnance Artificers :—

- (n) When they are fit for the rating of Chief Ordnance Artificer, 2nd Class. (Q. Ch. Ord. Art.)

(N. 53182/18 and N. 18470/20.)

\* \* \* \* \*

## ARTICLE 832.

4. **Custody of Certificates.**—Certificates are to be kept in the boxes provided for the purpose in the office, of the ship in which the men may be borne or serving, until they are finally discharged from the Service, when their Service Certificates are to be handed to the men and their several history sheets disposed of in accordance with Articles 833-835.

Provided that the Captain satisfies himself that there is good reason for it, a man may be furnished with a copy of his Service Certificate on the established form, S.1243, on making application. Care is to be taken, however, that this document is returned by the man when finished with, but in no case may it be retained by him on discharge from the Service. (N.P. II./83/23.)

5. **Annual Inspection.**—The Commander-in-Chief is to take such steps as he may consider best to ensure that the certificates and the various history sheets of all men serving on board His Majesty's ships under his command are carefully inspected once in each year, in order that any irregularities may be detected and corrected. The fact that such an inspection has been held, and the date, is to be noted in the report of inspection of each ship.

He is to cause all certificates and history sheets passing through his office to be examined, and in the event of their being found incomplete or incorrect, they are to be returned for correction to the ship from which they were forwarded. When this course is not practicable, as, for instance, when the error arose in a previous ship, certificates are to be forwarded to the Admiralty for any necessary corrections and additions. (N.L. 4306/23.)

## ARTICLE 833.

4. **Disposal on Discharge.**—On a man being discharged to the shore, his gunnery and torpedo history sheet is to be handed to him, together with his Service Certificate. The gunnery and torpedo history sheets of men discharged "dead" or "run" are to be kept with the Service Certificates for disposal. (N. 56812/17.)

## ARTICLE 834.

3. **Disposal on Discharge.**—When a man is discharged to the shore, his signal history sheet is to be handed to him with his Service Certificate. When a man is discharged "dead" or "run" it is to be kept with the Service Certificate for disposal. (N. 18302/20.)

4. **W/T History Sheet.**—A Wireless Telegraphist's history sheet on Form T.S. 83 is to be provided for each wireless telegraphy rating when he passes out of the harbour training service as Boy Telegraphist, and is to be treated generally in the same manner as the signal history sheet. On discharge to the shore it is to be handed to the man with his Service Certificate. When a man is discharged "dead" or "run" it is to be kept with his Service Certificate for disposal.

834a. **Postmaster-General's Certificate of Proficiency in W/T.**—To assist Telegraphist ratings who, being due for discharge, may wish to obtain posts as civilian operators, examinations for the Postmaster-General's certificate of proficiency in wireless telegraphy which is described in the "Handbook for W/T Operators working installations licensed by H.M. Postmaster-General" will be held in the signal schools as occasion may require.

2. Candidates are to provide a small size photograph of themselves for attachment to the certificate.

3. When forwarding applications for ratings serving abroad Commanding Officers are to state the probable date the ratings will arrive in England in order that drafting officers may be notified. Ratings are to be instructed to renew their applications when reporting at their depôt in England.

4. A supply of blank certificates (obtainable from the Secretary, G.P.O., London), is to be kept in the signal school, and the particulars required are to be inserted in a certificate for each candidate recommended for the issue of the certificate by the Officer in charge of the School. These certificates are to be forwarded to the Secretary, G.P.O., for signature and handed to the candidates on return.

5. The fee is waived for candidates examined in these circumstances.

(N. 18302/20.)

ARTICLE 835.

\* \* \* \* \*

5. **Disposal on Discharge.**—On a Stoker rating being discharged to the shore his history sheet is to be handed to him, together with his Service Certificate.

The Stoker's history sheet of men discharged "dead" or "run" is to be kept with the Service Certificate for disposal.

(N. 25713/18.)

**836. Sick Berth Efficiency Certificate.**—An efficiency certificate (form S.457) is to be provided for each Sick Berth rating on confirmation as Sick Berth Attendant, and is to be kept attached to the Service Certificate. The efficiency certificate is to contain a record of the man's professional qualifications and ability, which are to be entered annually on 31st December by the Medical Officer, and on a man's discharge from ship or hospital after not less than three months' service.

2. The efficiency certificate is to accompany a man \_\_\_\_\_ | \_\_\_\_\_ whenever he is examined for advancement. On his discharge to shore it is to be handed to him together with his service certificate. When a man is discharged "dead" or "run," the Sick Berth efficiency certificate is to be kept with his Service Certificate for disposal.

(N. 7608/22.)

---

CHAPTER XXII.

MESSING, CABINS AND CANTEENS.

SECTION I. MESSING—OFFICERS.

ARTICLE 837.

\* \* \* \* \*

2. **Ward-room Officers.**—The following are ward-room officers except as otherwise provided for in Article 1544 concerning officers on passage :—

Commanders when not in command or when in command of a destroyer.  
Lieutenant-Commanders.

Lieutenants.

Mates.

Medical Officers.

Engineer Captains.

Engineer Commanders.

Engineer Lieutenant-Commanders.

Engineer Lieutenants.

Mates (E).

Chaplains.

Naval Instructors.

Royal Marine Officers of or above the rank of Lieutenant.

Paymaster Captains.

Paymaster Commanders.

Paymaster Lieutenant-Commanders.

Paymaster Lieutenants.

Secretaries not otherwise provided for.

Officers from Warrant Rank of the rank or relative rank of Lieutenant, Lieutenant-Commander or Commander not in command.

3. With the exception of Flag Captains and Commanders in command of a destroyer, Captains and Commanders in command are to keep a separate table, unless special Admiralty authority is given for them to mess with the officers.

(N.L. 11799/21.)

**838. Mess Committee.**—Each mess is to be regulated by a mess committee of three or four members, of which the senior member of the Military Branch who is entitled to take military command shall be the president, the other members of the committee being elected. If the mess should fail to elect a committee the senior officer of the Military Branch entitled to take military command, the senior officer of the Military Branch not so entitled, and the senior of the officers belonging to the other branches shall be the committee, and shall be held responsible for the proper management of mess.

2. **Duties.**—The internal economy of each mess is to be conducted by the committee; but all irregularities are to be checked by the senior member of the Military Branch entitled to take military command who is present, and if necessary are to be reported to the Executive Officer or the Captain. If there are no officers of the Military Branch entitled to take military command belonging to a mess the Captain will give such directions as may be necessary for the conduct of the mess.

(N.L. 16088/20.)

#### ARTICLE 839.

\* \* \* \* \*

4 and 5 *Cancelled.*

(N.P. I./1556/20.)

**843. Royal Marine Officers.**—Lieutenants under four years from date of entry, when messed at divisional headquarters or when embarked, and Probationary Second Lieutenants messed at divisional headquarters, will be paid the allowance laid down in clause 2 for gun-room officers required to mess in the ward-room. The mess of Probationary Second Lieutenants embarked for the seamanship and chart work course is to be maintained as a gun-room mess.

(N.P.I./2711/21 and N./A.G.R.M. No. A884/21/P.)

1a. **Mates and Mates (E).**—Acting or confirmed will be paid the allowance laid down in clause 2 for Gun-room Officers required to Mess in the Ward Room.

2. **Officers obliged to join other Messes.**—Gun-room Officers in vessels with no gun room mess are required to mess in the ward-room, and to pay their proper share of mess money as if they were ward-room officers; but to meet the increased expense they will be allowed the difference between 37s. 6d. a month, and the amount contributed monthly by the Officers of the mess, which amount, however, is never to exceed the prescribed limit of £3.

This allowance is to be paid also to Sub-Lieutenants when in command of torpedo boats or other small vessels.

The maximum amount payable under this Regulation is not to exceed 22s. 6d. for each complete calendar month. For broken periods payment is to be made at the rate of 9d. a day.

(N.L. 29326/19.)

2a. *Cancelled.*

3. **Warrant Officers** living on board a Gunboat, Destroyer, Torpedo Boat, or other small vessel, and obliged to join the mess which includes all the Officers, will be allowed 1s. a day.

(N.L. 29326/19.)

\* \* \* \* \*

5. These allowances are only to be paid for the period during which mess contributions are actually and properly paid, and not during the whole period of an Officer's leave, but they may be continued when the absence does not extend beyond seven days, provided mess contribution is paid.

(N.P. I./1556/20.)

\* \* \* \* \*

#### ARTICLE 845.

\* \* \* \* \*

5. **Limit of Wine Bills.**—The wine bills of gun-room officers, including the mess share and cost of wines, &c., supplied to their own guests, are never to exceed the following amounts, viz. :—

Gun-room Commissioned Officers	-	-	-	2l. a month.
Other gun-room Officers over 18	-	-	-	15s. a month.
Other gun-room Officers under 18	-	-	-	10s. a month.

The wine bills of commissioned officers from warrant rank are never to exceed 2l. a month and those of warrant officers 30s. a month. (*See 849, Limit to Subscriptions.*)

These rates apply to supernumeraries as well as to officers of the ship.

No subordinate officer under the age of 20 is to be allowed spirits, either for his own consumption or for his guests; in special cases, subject to the prior consent of the Captain or the Executive Officer, this prohibition may be waived as regards guests.

(N.L. 29326/19.)

\* \* \* \* \*

7. Commissioned officers from warrant rank and warrant officers allowed to draw wines and spirits are to be considered as coming in all respects under the rules and regulations laid down for gun-room messes, the books, statements, accounts, &c., being kept and inspected accordingly. The counterfoils in the wine chit books are to be compared with the ward-room and warrant officers' wine books monthly. Commissioned officers from warrant rank and warrant officers are only to be allowed to draw wine and spirits by the glass; bottles are not to be supplied to them, and the limits prescribed in clause 5 are not to be exceeded.

\* \* \* \* \*

#### ARTICLE 846.

\* \* \* \* \*

4. **Sports Clubs and Associations.**—The accounts of local Service Sports Clubs and Associations are to be included in these audits.

(N. 4442/22.)

847. **Settlement of Debts.**—The Captain is to see that all mess and wine debts are settled monthly by each member, as laid down in Article 1609.

In Naval Shore Establishments at home payment may be made by cheque, but elsewhere the settlement must be made in cash or Bank of England notes. Except in Naval Shore Establishments at home private bills or cheques are not to be received by, or cashed from, the mess or wine funds.

(N.L. 8290/15.)

\* \* \* \* \*

3. **Debts on Paying Off.**—The president of the mess is to report to the Captain if an Officer should be in debt to the mess on paying off or on discharge, and the Captain is to order the Accountant Officer to pay the amount, or so much of it as does not exceed the balance of pay and allowances due, and charge it on his pay documents. *See 578 (Duties of Captain with regard to Messes); also 1606, clause 2.*



The balance of pay due to a deserter is never to be used to reduce mess debts. Such balance of pay becomes the property of the Crown and cannot be appropriated for the liquidation of mess debts. If, in exceptional circumstances, it should be considered desirable to recover a mess debt from the proceeds of the sale of a deserter's effects, prior Admiralty sanction must be obtained.

(N.L./20.)

\* \* \* \* \*

**849. Limit to Subscriptions.**—In the ward-room the monthly mess subscription is not to exceed 3*l*.

2. In the gun-room the monthly mess subscription is not to exceed 37*s*. 6*d*., but, in addition to this sum, 5*s*. may be charged for replacing mess utensils and other necessary expenses, and the following sums may also be allowed for extras should a member choose to indulge in them, viz. :—

For Commissioned Officers, 1 <i>l</i> . a month.	} And in addition the difference between their wine bills and the maximum prescribed by Article 845, clause 5.
For other members, 15 <i>s</i> . a month	

3. In the warrant officers' mess the monthly subscription is not to exceed 30*s*.

(N.L. 29326/19.)

## SECTION II. CABINS.

### ARTICLE 850.

\* \* \* \* \*

2. Special cabins are appropriated for the Executive Officer, the Navigating Officer, the Chaplain, the Medical Officer, the Accountant Officer and the Engineer Officer, and in aircraft carriers the Officer Commanding, Royal Air Force, the particular duties of the officer guiding the selection; and in ships fitted as flagships, for the Secretary, the Flag Commander, the Flag Lieutenant, and the Senior Officer, Royal Marines. A cabin will also be appropriated to the Second Engineer Officer, the position being fixed as near the engine-room as is convenient and practicable. The position of these cabins will be settled at the Admiralty and shown on the building drawings. At the final inspection of the ship before commissioning, steps will be taken to ascertain whether the Admiralty appropriation has been adhered to. Subsequent alterations are not to be made without Admiralty sanction.

(N.L./S. 01189/21.)

3. A certain number of cabins will be appropriated by name for "Warrant Officers." Cabins so marked will be occupied by Warrant Officers according to the seniority of such officers, Gunner and Gunner T in charge of Stores, Warrant Shipwright and Boatswain, the Senior Artificer Engineer and the Schoolmaster being given the prior claim in order of seniority.

(N.L. 4844/23.)

4. In later ships cabins will be appropriated by name in flagships for the Admiral's Steward and Cook, and in large ships for the Ward Room Messman also. Where such accommodation is not already appropriated in existing ships, no change is to be made.

5. **Numbered Cabins.**—The remaining cabins will be numbered in accordance with directions given on the drawings of the ship, and such numbers are not to be displaced.

6. **Occupation and choice of numbered Cabins.**—When a ship is commissioned, numbered cabins will be allocated to all Ward-room Officers as defined in Article 837, clause 2, other than those who have "named" cabins under clause 2 of this article, and also to Mates and Mates (E).

Officers will be allowed to choose their particular cabins in the order of their relative rank and seniority.

7. **Numbered Cabins Remaining.**—If any numbered cabins remain over when all Ward-room Officers have been accommodated, they are to be allotted to gun-room commissioned officers, Watchkeeping Officers being first considered, and then other gun-room commissioned officers according to seniority. Any cabins

then remaining unoccupied are to be allotted to Warrant Officers at the discretion of the Captain, who is, however, at liberty to retain one for the use of officers without cabins who may be sick.

Where, however, a ship has less than six warrant officers' berths, the order of allotment of cabins after Ward-room Officers is to be :—

(i) Storekeeping Warrant Officers, the Senior Artificer Engineer and the Schoolmaster in order of seniority.

(ii) Gun-room Commissioned Officers in order of seniority.

(iii) Other Warrant Officers in order of seniority.

(N. 5947/19.)

\* \* \* \* \*

10. Cabins are not to be appropriated as offices without obtaining Admiralty sanction.

### SECTION III. MESSING—SHIP'S COMPANY.

**852. Chief Petty Officers, Petty Officers and Writers.**—The Master-at-Arms, Sergeant Majors, Class I, of the Royal Air Force when accommodation does not permit of their having a separate mess, and the Writers are to mess together, but where, by reason of the number of Writers borne, there is not room for all in the Master-at-Arms' Mess, the surplus numbers are to mess with the Regulating Petty Officers or other Petty Officers as the Captain may decide.

(N.L. 5693/23.)

\* \* \* \* \*

**3. Cooks of Messes.**—A sufficient number of Seamen are to be attached to these messes to do the work of cooks of the messes.

(N. 13408/20.)

**4. Victualling and Cooper Ratings.**—The Victualling Chief Petty Officer, Cooper, Victualling Petty Officer, Leading Victualling Assistant and Victualling Assistant are not to be allowed to form a mess together, but are to mess with the Chief Petty Officers or Petty Officers (Seaman Class). On no account is the bread room or other part of the ship, except where the men by the customs and regulations of the Service are permitted to live, to be used as a mess place.

(N. 13346/21.)

**5. E.R.A.'s Electrical Artificers and Ordnance Artificers.**—If there are two or more Chief or other Engine Room Artificers in a ship, they are to be allowed to form a separate mess in the place which will be set apart for the purpose, and a Stoker is to be allowed to attend upon them as cook of the mess, and to keep the place clean and in order; the man so employed is to be relieved from ordinary duties in the engine-room. Similarly, if there are two or more Chief or other Electrical and Ordnance Artificers in a ship, including Artificers, 5th Class, they are to be allowed to form a separate mess, seamen ratings being detailed to act as cooks of the messes and to keep the places clean and in order. Where a separate mess is not formed, Electrical and Ordnance Artificers are to mess with the Seaman Class Chief Petty Officers and not with the Engine Room Artificers.

(N. 53182/18.)

\* \* \* \* \*

**6a. Shipwrights, 3rd Class.**—Shipwrights, 3rd Class, are to mess with the Petty Officers during their probation at sea.

(N. 16431/13 and N. 57369/17.)

**7. Hammock-men.**—While it is to be clearly understood that all Chief Petty Officers are responsible for their own hammocks, Chief Engine Room Artificers and Engine Room Artificers, Chief Electrical Artificers and Electrical Artificers, and Chief Ordnance Artificers and Ordnance Artificers may have the option of employing hammock-men as provided by Article 1483.

(N. 53182/18.)

### SECTION IV. CANTEENS.

**855. Establishment of Canteens.**—As a general rule a dry canteen is to be established in each of His Majesty's Ships and Naval Establishments, and

accommodation is to be set apart for this purpose. Should the Captain for any reason consider it inadvisable to establish a canteen, he is to make a full report of the circumstances to the Commander-in-Chief, or Officer Commanding the Squadron, who is to transmit it to the Admiralty with an expression of his opinion thereon.

This regulation does not apply to small vessels such as torpedo boat destroyers in which suitable space for a canteen is not available. Special arrangements are made by the Navy and Army Canteen Board for their supplies.

(V. 2964/18.)

**2. System.**—Canteens in H.M. Ships and Naval Establishments at home and abroad are to be conducted by the Navy, Army and Air Force Institutes, except in ships on the China Station and other ships and establishments where for special reasons it may be considered desirable and the Admiralty approve that the canteen shall be conducted on the "Service" or "Tenant" systems.

On the China Station the canteen tenant will be selected by the Commander-in-Chief.

(V. 1058/21.)

### 3-7. *Cancelled.*

**856. Administration of Canteens.**—The Captain shall cause proper rules to be drawn up for the conduct and administration of the canteen.

**2. Committee.**—The affairs of the Canteen are to be administered by a committee composed of:—

The Executive Officer of the ship, as *ex-officio* president;

A senior Lieutenant as vice-president;

The Accountant Officer, who is to combine the duties of honorary secretary and honorary treasurer;

The Medical Officer or another Commissioned Officer,

together with such representatives of the Ship's Company as may be detailed or arranged for quarterly by the Captain for this duty, care being taken that messes consisting of ratings other than Chief Petty Officer, Petty Officers and Non-Commissioned Officers are adequately represented. The connection of the Executive Officer with the administration of the canteen as *ex-officio* president of the committee is always to be maintained, any assistance that he requires on account of his executive duties being given to him by the vice-president of the committee.

The appointment of the Accountant Officer as honorary secretary and honorary treasurer to the Canteen Committee is intended solely to afford facilities for the efficient administration of the canteen and in no way implies any financial liability on the part of the Crown.

(N.L. 12386/22.)

**3. Duties of Committee.**—The duties of this committee will be to decide upon the administration of the Ship's Fund, to inspect and examine canteen goods, to test weights and measures, to investigate prices, and generally to supervise the working of the canteen.

**4. Ship's Fund.**—The Ship's Fund, which is formed by payment of rebate received from the Navy, Army and Air Force Institutes, or from the canteen tenant in ships in which the canteen is conducted on the tenant system, is primarily intended to meet the cost of recreation for the ship's company, also for benevolent purposes connected with the ship; and the Captain is to satisfy himself that a sufficient allowance is made for these objects, due regard being had to the proportion of the ship's company who are able to take part in any particular form of recreation. In all other respects the committee is to have full discretion as regards expenditure, subject only to the right of veto on the part of the Captain of any proposed expenditure which appears to him subversive of discipline or otherwise improper. The circumstances in which such veto is exercised are to be reported by the Captain to the Commander-in-Chief or Senior Naval Officer. The accumulation of a large surplus is not to be permitted, and any balance remaining after making allowance for probable current expenses should be returned to the messes periodically in proportion to their canteen bills.

(V. 1058/21.)

**5. Prices.**—In canteens conducted by the Navy, Army and Air Force Institutes, the prices charged, except for fresh provisions, &c., purchased locally, are to be

those shown in the official price list of the Navy, Army and Air Force Institutes. The prices will be revised monthly by the Navy, Army and Air Force Institutes, and copies of the price lists will be forwarded to the Commanding Officers of His Majesty's ships and naval establishments. When the monthly price list is not received by the first day of the month to which the list refers, the revised prices are to come into force on the date on which the new list is received on board. The prices of fresh produce at home ports will, as a rule, be included in a special price list issued either daily or weekly by the Navy, Army and Air Force Institutes (*see further, clause 6*).

In canteens conducted on the tenant system, the prices charged by the Tenant are to be approved by the Commanding Officer.

**6. Special Articles and Local Produce.**—The Captain will approve the price for all articles sold in the canteen which are not included in the official price lists of the Navy, Army, and Air Force Institutes, such as fresh fish and fruit and vegetables, at ports not covered by the weekly list. These articles are to be sold at fair market prices, the proposed prices being checked as necessary by the Canteen committee to ensure that they do not exceed the prices ruling at the time in the particular port. The price list of such fresh and local produce is to be approved by the Captain weekly.

**7. Complaints.**—All complaints by individuals as to goods sold in the canteen, whether in respect of quality, weight, price, or any other particular, are to be made to the officer of their division, and are to be dealt with by him in the usual manner. (*V. 2964/18.*)

**8. Payment of Canteen Bills.**—The Accountant Officer at the end of each month, after deducting from the messing allowances the amounts due from each mess, for provisions taken up on repayment or for losses, &c., under Article 1754, is to pay their canteen bill as far as possible with the balance. The Captain is to see that any balance remaining due to the canteen is paid by the messes as soon after as possible.

The balance of pay due to a deserter is never to be used to reduce mess debts. Such balance of pay becomes the property of the Crown and cannot be appropriated for the liquidation of any outstanding private canteen account.

**9. Credit.**—Credit is not to be given to individuals, and private bills, when included in the mess bills, are not to be officially recognised as such, but the mess is to be held responsible for all debts contracted in its name.

No cheques are to be cashed in any of the canteens of H.M. Ships and Naval Establishments. This does not apply to cheques drawn on the banking account of the Ship's Fund or other funds officially recognised and authorised by the King's Regulations, which may be cashed in the canteen if necessary. (*N.L./20.*)

**10. Accommodation for Canteen Stores.**—Whenever possible, space is to be allotted to canteen stowage, including serving room, at the rate of 100 cubic feet per ton to a maximum limit of 3 tons of canteen stores per 100 men of the complement. The Captain may, however, at his discretion, grant a further reasonable amount of accommodation if available.

Sleeping accommodation and suitable facilities for account keeping, &c., are to be provided for the canteen manager and staff. (*V. 1058/21.*)

**11. Custody of Money.**—The canteen manager is to be allowed, at the risk of the Navy, Army, and Air Force Institutes or canteen tenant, as the case may be, to deposit (at convenient times) with the Accountant Officer for remittance or safe custody sums of money which he has received in payment for goods sold in the canteen.

**12. Certain Articles Forbidden.**—In order to avoid duplication of stores on board ship, articles forming part of the ship's official supply of stores, and available for purchase by the officers and men under Article 1700, are not to be stocked or sold in the canteen.

**13. Canteen Staff.**—All the canteen staff are, by the Navy, Army and Air Force Institutes' instructions, medically examined before entry. Canteen employees serving on board His Majesty's ships are to be subject to the same medical inspection and treatment as members of the ship's company, and when transferred

from one ship or depôt to another they are to be medically examined in the same manner as other ratings.

Employees of the Navy, Army and Air Force Institutes are to be treated when afloat by the Medical Officer of His Majesty's Ships free of charge, and when serving ashore abroad are eligible for free medical treatment at the hands of Naval Medical Officers under the conditions laid down for civilian employees of the Admiralty.

The manager and canteen staff are to be victualled by and at the expense of the tenant; but the manager may purchase for himself and his staff a reasonable quantity of Service provisions at the rates shown in the official provisions issue price list. The amounts so allowed are not to exceed the standard ration and the quantities taken up normally by members of the ship's company.

The canteen staff on board are to be dressed neatly and suitably and in conformity with any instructions on the subject laid down by the Commander-in-Chief or Officer Commanding the Squadron. The staff may be allowed to take up articles of clothing, other than uniform articles, from the Paymaster on repayment at the issuing price in force for Naval Ratings, but care is to be taken that the quantities drawn are not in excess of the immediate personal needs of the men concerned.

(V. 3719/19.)

**14. Canteen Notice Boards and Posters.**—Admiralty Fleet Orders and notices relating to canteen matters are to be posted up on special notice boards reserved for the purpose, Form S.112 containing the above regulations for the administration of canteens being conspicuously displayed in order that the duties and powers of the canteen committee may be known to the members of the ship's company.

**15. Cancelled.**

(V. 1068/21.)

**857. Ordinary Service System.**—Where for any special reason the canteen is not conducted by the Navy, Army and Air Force Institutes, or on the tenant system, a canteen is to be established on the ordinary Service system, under which goods are obtained by direct purchase, and the general administration of the canteen is undertaken by a committee. The Captain is to direct the Accountant Officer to act as business manager, and is to hold him responsible for all purchases, sale prices, custody of cash, and cash transactions in connection with the canteen.

**1a.** When such action is taken, the circumstances which led the Captain to consider the establishment of a canteen under the Navy, Army and Air Force Institutes or on the tenant system impossible or inadvisable are to be fully reported to the Commander-in-Chief or Officer Commanding the Squadron, who is to transmit the report to the Admiralty with an expression of his opinion.

**1b.** To enable a Service canteen to be started, the Commanding Officer may authorise an advance of public money for the initial purchases of the necessary commodities on the following conditions:—

(a) The advance to be at the rate of 2*l.* a head, as a maximum, calculated on numbers borne, excluding commissioned officers.

(b) The amount advanced in each case to be restricted to actual minimum requirements, the maximum of 2*l.* not being drawn unless really necessary.

(c) Repayment of the loan to be made as follows:—

No repayment need be made for the first year; after that the money advanced to be repaid by equal monthly instalments extending over a period of six months, so that repayment will be completed within 18 months from the date of the loan.

(d) The canteen stock to be insured by the canteen committee.

The Commanding Officer is to exercise careful supervision over the working of the canteen, and to satisfy himself that it is being conducted on business lines, which will ensure a working capital being accumulated at the end of twelve months and the canteen being in a position to make regular repayments of the advance during the following six months.

**2. Administration.**—In all other respects the administration of the canteen is to be assimilated as closely as possible to that laid down for canteens conducted by the Navy, Army and Air Force Institutes. In particular, the practice of paying

a discount on the canteen mess bills is not to be permitted. Reports on the working of the canteens are to be forwarded to the Director of Victualling half-yearly on the 1st April and 1st October.

**3. Quarterly Stocktaking.**—Where a canteen on the Service system is in force, stock is to be taken on the last day of each quarter by the officers detailed by the Captain to conduct the quarterly audit of accounts (Article 858, clause 1), and the result of the stocktaking is to be included in the statement of accounts.

(V. 1058/21.)

**4. Medical Inspection of Contractors' Premises.**—In all establishments possessing a canteen or in which the General Mess obtains supplies from local sources other than the canteen or Admiralty contractors, the Naval Health Officer or the Senior Medical Officer where no Naval Health Officer is borne, is to maintain an effective supervision of the premises of all firms from which supplies of food are directly or indirectly obtained.

(N. 14776/20.)

**858. Quarterly Audit.**—All accounts in connection with canteen funds, including all subsidiary funds (*e.g.*, Cricket Clubs, Rifle Clubs, &c.), in connection with the general Ship's Fund, and the accounts of local Service Sports Clubs and Associations, are to be audited quarterly by officers nominated by the Captain, who are to be independent of those serving on the Canteen or Club Committee. After each audit a statement of accounts is to be prepared, and, after approval and signature by the Captain, is to be publicly exhibited. At inspections, the accounts are to be submitted for the approval of the Inspecting Officer.

(N. 4442/22.)

**2. Loss, &c., of Stores.**—The State is not liable for any loss or damage to canteen stores, owing to fire, shipwreck, deterioration, or any other cause.

**3. Inspection of Balance.**—When the balance of money is inspected, in accordance with Article 588, a statement is to be produced by the Accountant Officer showing the amount of Ship's Fund or canteen money which should be in his possession, and in a ship with a Service canteen, the amount received by him from the public chest during the month for goods sold to the messes. This statement, which is to be signed by the Vice-President and another Commissioned Officer of the Canteen Committee, is to be forwarded into Office with the summary of the cash account (Form S.452).

(V. 2964/18.)

#### 4. Cancelled.

**859. Rebate.**—The rate of rebate to be paid by the Navy, Army and Air Force Institutes on the turnover of canteens in His Majesty's ships and naval establishments will be determined by the Admiralty and the Navy, Army and Air Force Institutes as occasion arises. All instructions relating to payment of rebate and to details connected with the internal working of canteens will be notified as necessary in Admiralty Fleet Orders.

Sub-clauses 1-8. *Cancelled.*

(V. 1058/21.)

## CHAPTER XXIII.

### LEAVE OF ABSENCE.

#### SECTION I. OFFICERS.

**861. Flag Officer or Commodore on Home Service.**—No Flag Officer or Commodore on Home Service under the direct orders of the Admiralty shall proceed on leave of absence without the permission of the Admiralty, and no Flag Officer or Commodore on Home Service holding a subordinate command shall proceed on leave of absence without the permission of his superior officer, or for more than 48 hours without the permission of the Admiralty also.

(M. 7943/14.)

2. Whenever a Flag Officer or Commodore on home service proceeds on leave for more than 48 hours his flag or broad pendant is immediately to be struck. *See 203 and 513, clause 3 (Position of Officer on whom command devolves in absence of a Commander-in-Chief at home) also 1382 and 1384 (Table Money).*

(M. 43273/20.)

**862. Over 48 Hours.**—No officer is to be absent from his ship for a longer period than 48 hours without the approval of the senior officer present.

2. Any officer granted permission to sleep out of his ship is to leave in writing with his Commanding Officer an address at which letters or telegrams will reach him.

(C.W. 37496/19.)

#### ARTICLE 863.

\* \* \* \* \*

2. Every opportunity consistent with the requirements of the Service is to be given to officers to take the leave allowable during their appointment. (*See 1398.*)

(C.W./21.)

**864. Home Ports.**—The Commander-in-Chief at The Nore, Portsmouth, Plymouth, Coast of Scotland and the Western Approaches may, provided the Service will admit of it without inconvenience, grant officers in command of ships present and under his orders, and Captains holding shore appointments within the limit of the command, leave of absence not exceeding fourteen days, and to the other officers 42 days.

(C.W. 9773/21.)

\* \* \* \* \*

**871a. Illness on Leave.**—The regulations applicable to officers taken ill whilst on leave are given in Article 1331q.

(C.W. 18541/20.)

#### SECTION II. SHIP'S COMPANY.

**872. Classification for Leave.**—The classification for leave of the ship's company is provided for in Articles 785 to 790.

(M. 34564/19.)

2. **General Holidays.**—The following days are to be observed as far as possible as general holidays by ships in home waters :—

(M. 41261/20.)

The day set apart for the celebration of the birth of the Sovereign.

First Monday in August.

Whit Monday.

(M./N. 11011/20.)

3. **Foreign Service Leave.**—Ships' companies of all ships on foreign service will be granted leave according to the following scale :—

(a) *Before departure.*—10 days' drafting leave. (*Note.*—Subject to Article 11, paragraph 3, Drafting Regulations.)

(b) *On return.*—Seven days' leave for each completed period of six months' service. Leave for periods of service of less than six months to be reckoned at one day for each complete month's service.

The period of foreign service in respect of which the amount of foreign service leave is assessed, counts from the date of leaving England to the date of returning.

Four days' extra leave may be granted to ships serving on the West Coast of Africa.

Seven days extra leave may be granted to ships belonging to the Persian Gulf Squadron or other ships spending at least half their service on the East Indies Station in the Persian Gulf.

Seven days' extra leave may be granted to sloops serving in the Red Sea.

The crews of ships on foreign service will receive their foreign service leave on paying off at the end of the commission.

Men of South Africa serving on the South Africa Station are provided for in clause 3a.

The above scale is to extend to a period of five years' absence from England. Absence from England for more than five years will be dealt with separately by the Admiralty when, in their opinion, circumstances warrant the extension of some special indulgence to a man returning to England after such absence.

**Short Leave.**—Commanders-in-Chief will give such orders relative to leave on their respective stations as the climate or local circumstances may make expedient.

(M. 1695/23.)

**3a. Men of South Africa serving on Africa Station.**—South African ratings serving on Africa Station are, at suitable times as approved by the Commander-in-Chief, Africa Station :—

(i) To receive leave as laid down in this Article, when serving on other than Africa Station.

(ii) Before departure to Africa Station—To have the option of receiving 10 days' drafting leave on arrival on Station, a notation being made on their drafting papers as to whether entitled to 10 days' leave on the Station or not.

Before return from Africa Station—No special leave.

(iii) Whilst serving in seagoing ships on Africa Station, to be granted leave under clause 4 (a).

(iv) Whilst serving in Shore Establishments on Africa Station, to be granted leave under clause 4 (b).

(v) To be ineligible for foreign service leave on return from Africa Station.

#### 4. Leave to Ships and Establishments in Home Waters :—

(a) The following will be granted 42 days per annum at such periods as the Admiralty shall determine :—

Ships of the Atlantic Fleet.

Seagoing Auxiliary Vessels attached to the Atlantic Fleet.

---

Seagoing Cadet Ships.

Sloops and Trawlers of the Fishery Protection Flotilla.

(M. 346/23.)

Proposals for giving long leave to these vessels are to be submitted for Admiralty approval, with the exception of leave which may be granted as the vessel is under refit.

**Short Leave** to the above :—

(i) Chief petty officers are to be granted leave whenever the Service admits of it.

(ii) Ratings in the first class for leave are to be allowed leave to the fullest extent possible, when such leave can properly be given and the Service admits of it.

Week-end leave will, however, not generally be given except when lying at home ports. The time of going on and returning from week-end leave will then conform with the custom of a port, but as a rule leave will not commence before noon on Saturday and should expire on Monday morning.

(iii) Men in the second class for leave are to be allowed leave only when and where the Captain may decide, but at least once a month if the Service admits.

(iv) In vessels lying in enclosed anchorages within the limits of the home ports, leave may be given to more than one watch at a time, but sufficient men are to be retained for the efficiency and safety of the vessels and, in ships with less than a full complement, not less than one-third of the ship's company are to remain on board. This rule does not apply to Spithead or outer anchorages, where not less than 50 per cent. of the ship's company must remain on board.

(b) The following will be granted 35 days per annum at such periods as the Admiralty shall determine :—

Twin-Screw Minesweepers of the Patrol Minesweeping and Fishery Protection Flotilla.



The following will be granted 28 days per annum at such periods as the Admiralty shall determine :—

Anti-submarine School, Portland.

Seagoing ships (except surveying vessels) other than those referred to at

(a) including the following :—

Seagoing Gunnery Ship and attached vessels.

Ships of the Reserve Fleet or otherwise in Reserve (inclusive of Submarines and other vessels in reserve, but exclusive of ships for disposal in charge of care and maintenance parties).

(M. 346/23.)

Training and local defence flotillas.

Seagoing tenders to schools and training establishments.

Proposals for giving long leave to these vessels are to be submitted for Admiralty approval with the exception of leave which may be granted as the vessel is under refit.

*Short leave* to the above :—

(i) Chief petty officers are to be granted leave whenever the Service admits of it.

(ii) Ratings in the first class for leave are to be allowed leave to the fullest extent possible, when such leave can properly be given and the Service admits of it.

(iii) Men in the second class for leave are to be allowed leave only when and where the Captain may decide, but at least once a month if the Service admits.

(iv) In vessels lying in enclosed anchorages within the limits of the home ports, leave may be given to more than one watch at a time, but sufficient men are to be retained for the efficiency and safety of the vessels and, in ships with less than a full complement, not less than one-third of the ship's company are to remain on board. This rule does not apply to Spithead or outer anchorages, where not less than 50 per cent. of the ship's company must remain on board.

(v) The time of going on and returning from week-end leave is to be arranged at the direction of the Commander-in-Chief or Senior Naval Officer of the port to suit circumstances (railway facilities, &c.) at each port; but, as a general rule, leave should not commence before noon on Saturday and should expire on Monday morning.

(M. 31185/21.)

(c) The following will also be granted 28 days' leave per annum at such periods as the Admiralty shall determine :—

Shore Establishments in Scotland and Ireland.\*

*Short Leave* to the above :—

(i) Leave to men in the first class for leave should be arranged on the principle of giving them the maximum amount of short leave which can be granted without the establishment suffering in efficiency. This leave may be arranged by sections, watches, and parts of watches, or by retaining a duty party, but chief petty officers are to be granted leave whenever the service admits of it, irrespective of watch. Attention is directed to the necessity of retaining sufficient petty officers for the efficient supervision of men not granted leave.

Facilities for week-end leave are necessarily restricted, but when week-end leave is given the time of going and returning is to be arranged at the direction of the Commander-in-Chief, or Senior Naval Officer, of the port to suit the circumstances (railway facilities, &c.) at each port. As a general rule, leave should not commence before noon on Saturday and should expire on Monday morning.

(ii) Men in the second class for leave are to be allowed leave only when and where the Captain may decide, but never less frequently than once a month if the Service admits.

\* Additional time for travelling may be granted at the discretion of Commanding Officers to ratings whose homes are distant from their port.

Men should be encouraged to return on board at night, and every facility given them for so doing.

(iii) As far as possible, the arrangements for all the large establishments in the same port should be similar.

(d) The following will be granted 14 days' leave per annum at such times as may be convenient to the Service:—

Surveying vessels in home waters.

Harbour Ships and Shore Establishments in England and Wales, not provided for in Clause 6, which will be granted leave in accordance with the following scale:—

7 days' leave at Christmas.

7 days' leave at Midsummer.

Easter to be regarded as the long week-end in the month in which it falls.

*Short Leave to the above:—*

(i) Men serving in the above ships and establishments may be granted week-end leave once in each month if their services can be spared. This leave should usually be from after working hours on Friday till Monday morning, but Commanders-in-Chief and Senior Naval Officers are authorised to give such orders on the subject as may be most convenient at the various ports.

(ii) Leave to men in the first class for leave should be arranged on the principle of giving them the maximum amount of short leave which can be granted without the ship or establishment suffering in efficiency.

(iii) Leave may be arranged by sections, watches, and parts of watches, or by retaining a duty party, but chief petty officers are to be granted leave whenever the service admits of it, irrespective of watch. Attention is directed to the necessity of retaining sufficient petty officers for the efficient supervision of men not granted leave.

(iv) Men in the second class for leave are to be allowed leave only when and where the Captain may decide, but never less frequently than once a month if the Service admits.

Men should be encouraged to return on board at night, and every facility given them for so doing.

(v) As far as possible, the arrangements for all the large establishments in the same port should be similar.

(M. 1695/23.)

5. In addition to the scales of leave for classes (b), (c) and (d) above, the Admiralty will as a rule grant four days' leave after the grand manœuvres to all ratings belonging to ships and establishments of these classes who have taken part.

6. **Boys' Training Establishments.**—Long leave to ships' companies of these establishments is to be granted according to the Training Service Regulations.

*Short Leave.*—Ratings when in the first class for leave are to receive leave as laid down in the Training Service Regulations. Ratings in the second class for leave are to be allowed leave only when and where the Captain may decide, but never less frequently than once a month if the Service admits.

(N. 10882/22.)

7. **General.**—Leave due to ships' companies, other than foreign service leave and re-engagement leave, should be taken before the vessel pays off. No arrears of leave may be taken by any ratings after leaving a ship or establishment, other than foreign service leave or re-engagement leave, except with special Admiralty sanction, which should be applied for at least a month before the commencement of such leave.

Men about to be discharged time-expired are not to be given leave extending beyond the date they are due for discharge, other than foreign service leave due under this Article or leave granted under Article 1945, III (b) (*men awaiting pension*).

Men discharged free or by purchase are to be granted any foreign service leave due to them before discharge, but no other leave is to be granted.

Men discharged "Services No Longer Required" or dismissed from His Majesty's Service are not to be given any leave before discharge.

## CHAP. XXIII.—LEAVE OF ABSENCE.—

Men who are invalided before they have taken arrears of leave are not eligible for leave beyond the date of survey for invaliding, other than as provided in Article 1428, clause 5.

**Permission of Senior Officer.**—Captains of ships in company are not to grant short leave without previous communication with the Senior Officer present, in order that so far as possible, the same short leave may be given to the different ships' companies.

(N. 2682/23.)

872a.

874. } *Cancelled.*

875. }

(M./N. 11011/20.)

**876. Young men** of the seamen and stoker classes, except in special circumstances or during the week-end leave referred to in Article 872, clause 4 (*d*), are not to be allowed all-night leave until they become Able Seamen, Stokers, First Class, or reach the age of 20. The application of this rule to ratings of other classes under the age of 20 is at the discretion of the Captain.

(M./N. 11011/20.)

\* \* \* \* \*

**877. Short Leave Book.**—All leave not exceeding 48 hours, including the week end leave referred to in Article 872, clause 4 (*d*), granted to petty officers, seamen, marines, and boys, is to be recorded in the short leave book (Form S. 247). Separate short leave books are to be kept for seamen and for marines.

When a man does not return at the expiration of his short leave, he is to be immediately checked if his absence should occur before noon, and his name is to be entered in the gangway check book kept by the Master-at-Arms, or by the senior non-commissioned officer. *See 1684 (Victualling and Check Book).*

The books are to be sent to the ship's office whenever required; when filled, they are to be lodged in that office for safe custody, and they are to be destroyed on paying off.

**Long Leave.**—All leave exceeding 48 hours is to be recorded in the gangway check book (Form S.258).

Further instructions relative to the record of leave which are printed in the short leave book are to be complied with.

(M./N. 11011/20.)

**2. Leave Tickets.**—At the Home Stations, and in British possessions abroad, all petty officers, seamen, marines, and boys, proceeding on leave exceeding 48 hours are to be furnished with leave tickets (Forms S.248 or S.248a).

Tickets may also be given, if considered desirable, in cases of men proceeding on leave not exceeding 48 hours.

The counterfoils of the tickets are to be initialled by the Executive Officer and Marine Officer respectively, when they sign the tickets, and are to be sent to the ship's office whenever required by the Accountant Officer, for the purpose of examination or check. Erasures are not to be made in the tickets nor in the counterfoils nor are any counterfoils to be removed.

Tickets are to be given up on the expiration of the leave for which they are granted, and are to be checked by the counterfoils.

When the book is finished the counterfoils are to be sent to the ship's office for safe custody. On paying off, unless called for at an earlier date, any partly used books and the counterfoils of completed books are to be sent to the Accountant-General; unused books are to be sent to the nearest Depôt.

(N.L. 76010/17.)

**880. Illness on Leave.**—The regulations applicable to men taken ill whilst on leave are given in Article 1331r.

2-9 *Cancelled.*

(C.W. 18541/20.)

## CHAPTER XXIV.

## GUNNERY AND TORPEDO.

## SECTION I. CAPTAIN—GENERAL DUTIES.

**882. Manuals of Instruction.**—In addition to the instructions contained herein, Officers are to be guided in the use and management of the armament by the directions given in the Firing Manual and manuals of instruction which are furnished for their information and guidance, and will conform in every particular to the system of teaching laid down therein.

(G.T.D. 159/19.)

\* \* \* \* \*

**886. G. and T. Officers' and Ratings' Drills, &c.**—He will take care that the Gunnery and Torpedo Officers, Gunner's Mates and Torpedo Gunner's Mates, are not employed on duties which would cause interference with drills, unless it is absolutely necessary for those duties to be carried out. Similarly, the employment on other duties of Seamen and Marines engaged upon ordnance work is to be restricted to occasions of an exceptional nature.

(N. 53182/18.)

**888. Repair of Machinery.**—Where the complement includes Engine-Room Artificers to assist the Gunnery and Torpedo Officers in the care of the machinery under their charge, the Captain will be responsible that the necessary engine-room ratings are detailed for these services, and the ratings detailed are not to be withdrawn without his consent. The Engine-Room Artificer told off to the Torpedo Lieutenant is to be at the service of the Engineer Officer for executing repairs to air compressors.

2. Where, owing to the extent or nature of the work, the Gunnery or Torpedo Staffs are unable to carry out repairs, the Captain will be responsible that the Engineer Officer provides such assistance as may be required to enable the work to be completed expeditiously. (See 947.)

(N. 53182/18.)

\* \* \* \* \*

**3a. Torpedo Firing and Torpedo Control Officers.**—Officers detailed for Torpedo Firing or Torpedo Control duties in fully commissioned ships are always to be of commissioned rank.

(C.W. 11082/22.)

\* \* \* \* \*

**892. Gun Mountings and Torpedo Tubes.**—The gun mountings, turrets, director firing gear and all fittings in connection with them, are to be frequently and carefully examined by the officers of quarters, and the result reported. If any necessary repairs cannot be carried out by the ordnance staff, they are to be undertaken by the engine-room department under the superintendence of the Engineer Officer.

(G. 3822/16 and G. 1849/20.)

2. The whole of the working parts of the gun mountings and machinery are to be kept in a state of efficiency. No working surface, bearing, or screw thread is ever to be bright polished and all such parts as are supplied bright are to be kept clean by the careful use of oil alone. If required to remain for a time without being cleaned such parts are to be coated with white lead and tallow.

3. In order to maintain in an efficient condition the ball and roller bearings in connection with transferable mountings, they are to be examined at an early date after commissioning and subsequently at least every six months unless such examination involves dismantling the director training rack, when it is to be carried out once a year.

This does not apply to mountings where the gun has to be dismantled and the pedestal lifted to inspect the race.

The transferable mountings of ships in commission are to be lifted in accordance with the instructions below and more often if the state of the mountings or their exposure to weather makes it advisable. The mountings are to be chocked up and the under surfaces thoroughly cleaned, rust being removed by scraping. Wherever the steel is exposed, it is to be repainted with anti-corrosive paint.

<i>Mountings.</i>	<i>Where Mounted.</i>	<i>Period of Lifting.</i>
5·5 in. and above.	Capital Ships.	4 years.
	Light Cruisers.	2 years.

All mountings below 5·5 in. are to be lifted every year, or oftener if necessary.

(G. 10759/21.)

4. Tilt tests are to be taken as directed in Director Firing Handbook.

5. Special measures for the care and maintenance of gun mountings, with the director firing gear and other fittings associated with them, are required in the case of torpedo boat destroyers and other light craft. The following points require particular attention :—

(a) All moving parts should be tested daily and the smallest stiffness in working promptly remedied, since such stiffness may be rapidly progressive.

(b) Oil channels should frequently be cleared and refilled with clean oil.

(c) Training racks (where this permits) should be revolved a small amount with respect to the pivot every month.

(d) Sleeves on the handles of elevating and training wheels should be kept free to revolve.

(e) Pivot bearings, training racks and operating gears for director and bearing instruments should be examined according to a definite routine.

(f) Every gun and mounting should be dismounted and thoroughly examined every six months, the requisited appliances being obtained if necessary on loan from a dockyard.

5a. *Cancelled.* (See clause 8.)

6. **Hydraulic Jacks.**—The Gunnery Officer is responsible for the efficiency of the hydraulic jacks; they are to be examined and reported on periodically in the same manner as the gun mountings.

7.—(a) The recoil and run in and out cylinders of all mountings are to be examined every six months, but the first examination is to take place within three months of commissioning or re-commissioning.

(b) The recoil valves of 13·5 inch and by-pass valves in run in and out rams of later mountings are to be tested for lift and for watertightness once in three months.

(c) Tests for acidity of liquid in recoil cylinders of all mountings are to be made in the following manner, viz. :—

The liquid in the recoil cylinders is to be tested by litmus paper once every month, and if any signs of acidity are shown the liquid should be replaced by new, the cylinders being thoroughly cleaned out before refilling. If the test should show strong acidity, then the recoil cylinders, piston rod, &c., should be completely examined. Reports of such examinations should be inserted in the annual gunnery report. If any corrosion of the parts is noted, it should be reported to the Admiralty.

8. The Torpedo Officer is responsible for the efficiency of the entire firing circuit up to the lock.

Officers of quarters are responsible that all possible care is taken to avoid damage to the firing circuits, also for taking steps to ensure the investigation and repair of any failures or defects observed.

9. **Torpedo Tubes.**—The torpedo tubes and fittings are to be carefully tested and examined by the officers of the quarters as laid down in O.U. 5190, "Regulations for Care and Maintenance of Torpedoes and Tubes" for the current year. Any defects are to be reported and made good.

10. If any necessary repairs cannot be carried out by the ordnance staff, they are to be carried out by the engine-room department under the superintendence of the Engineer Officer.

11. The whole of the working parts of the torpedo tubes equipment are to be kept in a state of thorough efficiency and all officers are to be guided in its use and management by the regulations and instructions given in O.U. 5190, "Regulations for Care and Maintenance of Torpedoes and Tubes," for current year, and by the latest handbook on torpedo tubes and equipment.

## ARTICLE 893.

\* \* \* \* \*

8. It is to be stated in the Annual Diving Return (Form S. 288A) of every ship carrying a Diver, whether all the rules in this Article have been complied with, and, if not, reasons for non-compliance are to be stated. This return is to be rendered annually on the anniversary of commissioning and on paying off.

(G. 6479/23.)

\* \* \* \* \*

10. A diver is not to be employed on difficult work under water, or in depths exceeding 12 fathoms, unless he has been exercised some time during the previous three months.

(G. 940/21.)

894. Cancelled.—(*Full instructions as to the examination of explosives will be found in the Naval Magazine and Explosives Regulations and the Naval Cordite Regulations.*)

(G. 9673/22.)

## ARTICLE 895.

\* \* \* \* \*

5. Torpedo Accidents, Defects or Failures, and Failures of Paravanes, Depth Charges and Mines.—Accidents that may happen in torpedo discharges or with tubes and depth-charge throwers are to be dealt with as laid down above for gun mountings.

The method of procedure for reporting accidents, defects, failures or missfires in connection with torpedoes, torpedo tubes, and torpedo discharges is laid down in the Torpedo Firing Manual.

All failures of paravanes, depth charges and mines are to be reported, giving all relevant details required to enable a correct appreciation to be formed of the cause of failure with a view to improvements being effected in new designs.

Full particulars of these accidents should be inserted in the Annual Torpedo Reports, as also all failures with electric tubes, primers, &c.

(G. 8285/22.)

896. Explosives on Docking, &c.—The Captain is to take care to observe the instructions contained in the Naval Magazine and Explosives Regulations as regards the removal of explosives from ships going alongside a Dockyard Wharf, or into a basin or dock, or coming in hand for refit.

2. Keys.—All keys which are kept on the magazine keyboard are to be retained on board during the period a ship is in Dockyard hands, and the keys and all compartments containing explosives are to be subject to the usual regulations for safeguarding and inspection.

3. }  
4. } Cancelled.  
5. }

(G. 9673/22.)

\* \* \* \* \*

8. Smoking.—On all occasions of receiving or discharging explosives, smoking is prohibited while work is going on. When work is not going on, such as at meal times, smoking may be permitted in a place set apart and well removed from the vicinity of the explosives, which are to be strictly guarded, sentries being posted for the purpose. All fires, except those in boiler furnaces and galleys, \_\_\_\_\_ are to be extinguished unless sufficiently screened or their chimneys are clear of the decks on which ammunition is being handled. See 1109 (*Foreign Ships at British Ports*).

(G. 9673/22.)

\* \* \* \* \*

897. Cancelled.

(G. 9673/22.)

## ARTICLE 898.

\* \* \* \* \*

3. If circumstances permit, these efforts should be continued at least a week. Should the circumstances point directly to the torpedo having sunk in deep water, the search may be curtailed at the discretion of the Commander-in-Chief.

Should the torpedo not have been recovered within a week, and the loss have taken place in Home Waters, a report is to be sent direct to the Admiralty by telegraph, giving particulars of date and place of loss, the mark and register number of the torpedo, and the name of the ship to which it belonged.

If the torpedo is subsequently found, the fact is to be reported by letter.

(G. 9003/12 and G. 949/14.)

\* \* \* \* \*

5. **Rewards.**—If not found the same day a reward of 5*l.* is to be offered for its recovery, or a large reward not exceeding 20*l.* may be offered at the discretion of the Commander-in-Chief.

6. In the event of the loss of a 21" or 18" Mark VII. or later type of torpedo, a reward up to 50*l.* may be offered at the discretion of the Commander-in-Chief, provided the circumstances point to the torpedo having sunk and its position being accurately known.

This larger reward is authorised with a view to encouraging trawlers to assist in the recovery of lost torpedoes.

Should only a portion of the torpedo be recovered, payment of the reward is to be made *pro rata*.

A time limit not exceeding three months should be laid down during which recovery will entitle the claimant to reward under this clause.

Claims for damage to gear will continue to be considered irrespective of the amount paid as a reward for the recovery of the torpedo.

Lesser awards not exceeding 1*l.* (one pound) may be paid for reports of mines and torpedoes washed up on shore, provided that only one payment is made in respect of each item discovered, but no payment shall be made for frivolous reports, as for example, where the item is obviously neither dangerous nor valuable.

(G. 6931/23.)

7. **Report of Loss.**—Form S. 307 is to be filled up and forwarded with a letter reporting the loss after search has been abandoned. The loss should be reported at once by signal to the Senior Naval Officer present.

If in the opinion of the Senior Officer of the fleet or squadron the report of loss gives a full and satisfactory explanation of the circumstances attending the loss, he will forward it to the Admiralty, stating the grounds on which he considers a court of enquiry to be unnecessary, and will order any disciplinary action to be taken if necessary.

(G. 33481/18.)

8. **Court of Inquiry.**—If the statements on the report of loss are not, in the opinion of the senior officer, satisfactory, he will order a court of inquiry in accordance with Art. 703, to be held into the circumstances attending the loss, and forward the minutes to the Admiralty together with S.307.

The Court of inquiry is to include, when possible, at least one qualified Torpedo Officer, or a Commander, who has been a qualified Torpedo Officer.

(N.L. 12754/20.)

9. **Payment of Claims.**—The payment of an award in connection with the recovery of a torpedo in home waters is not to be made by the ship concerned but the claims are to be referred for verification to the officer in charge of the Coast-guard station nearest the place where the torpedo is landed. Payment will then be made by the Coastguard Paymaster.

(N. 8459/22.)

\* \* \* \* \*

898a. **Loss of Paravanes.**—When a lost paravane is recovered a reward up to 5*l.* may be paid to the salvor.

In exceptional circumstances a claim for reward above 5*l.* will be considered on the matter being reported to the Admiralty.

Should only a portion of the paravane be recovered, payment of the reward is to be made *pro rata*.

(G./NL. 17652/20.)

2. The payment for the recovery of a paravane in home waters is to be made by the Coastguard Paymaster in a similar manner to rewards for the recovery of torpedoes.

(N. 8459/22.)

3. No one in His Majesty's Naval Service is to be considered as entitled to any reward for finding a paravane, such work being deemed merely a portion of his ordinary duty.

## SECTION II. GUNNERY OFFICER.—DUTIES.

**900. General Duties.**—The Gunnery Lieutenant is to have charge of and be responsible for all guns, gun mountings, and machinery in connection with them, including firing gear and night sights, except when the machinery referred to is a steam, oil, or gas engine. Under the Captain he is to—

\* \* \* \* \*

(aa) be responsible for all reservoirs for gun air blast.

The responsibility for reservoirs includes the provision for carrying out the periodical tests of air bottles forming the respective reservoirs. See 946a (*Division of Responsibility for Armament Machinery*).

(G. 4686/22.)

\* \* \* \* \*

(f) Be responsible that all cartridges for blank firing and saluting, prepared on board, are fit for service.

(G. 9673/22.)

(g) Have charge of the magazine log, and be careful that all particulars required by the established form of log are correctly entered in the log book.

2. He will take care—

\* \* \* \* \*

(d) That the magazines and shell rooms are properly stowed and kept clean and dry, that the ventilating and flooding and lighting arrangements are effective, and that the instructions contained in the Naval Magazine and Explosives Regulations are strictly adhered to.

(G. 9673/22.)

\* \* \* \* \*

**3. Training of Officers and Men.**—In the instruction and training of Officers and men, he is to carry out the directions laid down in the Firing and Gunnery Training Manuals and the Naval Magazine and Explosives Regulations, and strictly adhere to the systems of drill laid down in the drill books.

He is to assist the Officers of Quarters in making themselves acquainted with everything connected with their quarters, and he is to attend all divisional drills.

The instruction of all subordinate Officers, laid down in Articles 328 and 561, and in Appendix X., Part I., is to be such as to prepare them for examination in the subjects laid down in Appendix X., Part II., paragraph 13 (c).

In the gunnery training of men he is to follow the courses of instruction and firing laid down in the Gunnery Training and Firing Manuals.

(G. 9673/22.)

**3a. On receipt of a requisition in writing from the Officer or non-commissioned Officer in charge of the detachment of Marines, he will give directions to the Ordnance Artificer staff to strip or examine or repair such of the rifles as are specified. On completion of this work, he will make a notation to that effect on the requisition, and return it to the Marine Officer or non-commissioned Officer of the detachment.**

(N. 53182/18.)

\* \* \* \* \*

**7. Relief of Gunnery Officer.**—When the Gunnery Officer of a ship is about to be relieved, the Captain is to request the Senior Officer to detail a Gunnery Officer from another ship to inspect the gunnery material, machinery and appliances for which



the officer to be relieved is responsible, and, in conjunction with the Gunnery Officer about to take charge, to make a report on their condition to the Captain of the ship.

The machinery is to be worked and the inspection carried out in a thorough manner.

The Gunnery Officer giving up charge is to prepare a list of all known defects in gunnery material, and any examinations overdue, special remarks being added regarding any important defects and the steps taken to remedy or check them.

A copy of this list is to be attached to the report forwarded to the Captain, and a copy is to be inserted in the Gun Mounting Register (S.1151).

8. If, on the next occasion of stripping down or opening out the machinery for periodical examination, serious defects are revealed, which were not reported previously, the Captain should again requisition the services of a Gunnery Officer from another ship as a surveying officer, and the latter, in conjunction with the Gunnery Officer of the ship, should report to the Captain on the condition of the defective part.

This report is to be submitted to the Admiralty through the Commander-in-Chief.

(C.W. 6335/22.)

### SECTION III. TORPEDO OFFICER—DUTIES.

#### ARTICLE 901.

\* \* \* \* \*

3. He is to have charge of and be responsible for all torpedoes, torpedo tubes, and gear in connection with them outside the point where the Engineer Officer's responsibility ends. He will have the custody of the keys of the sluice valve doors of the submerged torpedo tubes, and will be responsible that these valves are properly closed on a ship coming out of dock. He is to have charge of and be responsible for all electrical machinery in the ship not in the care of the Engineer, Gunnery or W/T Officer. He is also to have charge of all lighting and power circuits wherever situated, his responsibility ending at the motor terminals when the motors are in charge of other officers. He is further to have charge of all bell and communication circuits, and is to repair all electrical instruments. He will have charge of, and be responsible for, the care and maintenance of all paravanes.

(G. 13934/22.)

3a. **Compressed Air Service—Reservoirs.**—He is responsible for reservoirs in submerged flats.

The responsibility for reservoirs includes the provisions for carrying out the periodical tests of air bottles forming the respective reservoirs. See 946a (*Division of Responsibility for Armament Machinery*).

(G. 1832/20.)

\* \* \* \* \*

8. He is to take care that the instructions contained in the Naval Magazine and Explosives Regulations are strictly adhered to.

(G. 9673/22.)

9. He is to take steps to have the exploders or tubes removed from such main-guards as are likely to be opened up or removed for inspection or repair and should give the Dockyard staff the necessary confirmation that the tubes or exploders have been removed to a place of safety before the work on a main-guard is taken in hand.

(G./S. 576/22.)

## CHAPTER XXV.

## SIGNALLING (INCLUDING WIRELESS TELEGRAPHY).

**905. Control of Signalling.**—The control of all signalling, whether visual or wireless, is to be vested in a commissioned officer who is to be responsible for :—

(a) Co-ordination of work of Signal and Telegraphist Branches.

(b) The receipt from and report to the Admiral or Captain of all signals, and the logging of them;

(c) The transmission of signals by the proper route and in the proper sequence according to their urgency;

(d) Knowing whether a signal has or has not been despatched, and dealing with it in the latter case;

(e) Keeping the Wireless office informed of the movements of ships.

(N. 16165/21.)

2. In ships where a qualified Signal Officer, Commissioned or Warrant Telegraphist is borne for ship's duties, he should have charge of, and be directly responsible for, the efficiency and upkeep of the W/T Apparatus of the ship from the D.C. terminals of the generator onwards.

3. Where no W/T Officer is borne, the senior W/T rating on board is responsible to the officer detailed in accordance with clause 1, who is directly responsible to the Captain.

4. The Officer in Charge of the W/T Apparatus should always have the power to apply direct to the Torpedo Officer for any assistance required in making good defects.

(G. 13934/22.)

**906. General Duties of Signal Personnel.**—In addition to their signalling duties the Signal \_\_\_\_\_ personnel is to be employed as requisite in connection with the general duties of the ship or establishment in which borne, being given opportunities for taking charge of and handling men by being placed in charge of working parties, pickets, church parties, &c., so far as these duties do not interfere with their normal functions or instruction. A proportion of the Signal personnel may be employed with the parts of the ship during the afternoon, should the condition of the service on which the ship is employed make this advisable.

It is generally undesirable that W/T ratings should be employed on duties other than W/T and care should be taken that any general duties they may be required to perform interfere as little as possible with their W/T work or instruction.

(N. 3314/23.)

2. Details of instruction and examination of Signal and Telegraphist ratings are shown in "Course of Instruction and Examination of officers and men in Signals, &c."

**906a. Cancelled.**

(N. 6226/21.)

## CHAPTER XXVI.

## PHYSICAL AND RECREATIONAL TRAINING.

**907. The Lieutenant appointed for physical and recreational training** duties is to conduct the physical and recreational training and exercises in the ship to which he is appointed, and supervise and direct generally the gymnastic instruction of the fleet.

2. For this purpose, by direction of the Commander-in-Chief, he will visit as necessary each ship of the fleet and ascertain that the physical and recreational training is conducted in accordance with the instructions laid down in Vols. I and II of the handbook of Physical and Recreational Training.

\* \* \* \* \*

5. He is to assemble periodically the Physical and Recreational Training Instructors of the Fleet on board the flagship or in a shore gymnasium, in order that under his immediate supervision they may practise and keep themselves proficient in the exercises contained in the handbook, and in the proper methods of instruction.

Physical and Recreational Training Instructors are not to be employed on duties that would cause interference with drills unless absolutely necessary.

6. He is to render to the Commander-in-Chief for transmission to the Commander-in-Chief, Portsmouth, for the Superintendent of the Physical and Recreational Training School, a quarterly report in manuscript stating the ships visited during the quarter, reporting upon the regular training of boys and the daily exercise of seamen and other ratings, and giving such other information as may be directed, and a half-yearly report in manuscript on the Physical and Recreational Training Instructors under his supervision.

(N. 2960/23.)

## CHAPTER XXVII.

## ENGINE DEPARTMENT.

## SECTION I. GENERAL INSTRUCTIONS.

**916a. Stowage Capacity and Expenditure of Fuel and Water.**—A return on Form S.231 is to be rendered within 6 months of first commissioning and at such other times as the Squadron Engineer Officer may consider to be necessary, showing the stowage capacity and expenditure of fuel and water. The return is to be rendered to the Admiralty through the flagship of the squadron or flotilla to which the ship belongs.

(C. Sec. S. 1713/20.)

## ARTICLE 917.

\* \* \* \* \*

**3. Readiness of Engines and Boilers.**—The engines and boilers are always to be kept in such good order as to render them fit for making a full-power trial at any time; but such parts as stuffing boxes, escape valves, air and feed pump valves, forced draught fan engines, and the bearings of the connecting rods and crank shafts which sometimes give trouble during a long trial at full power, should be more especially watched and kept in good order to ensure satisfactory results being obtained.

Senior Officers of the Engineer Branch should be guided continually in the discharge of their duty by a clear recognition of the vital importance of keeping the engines and boilers of commissioned Ships in perfect repair and readiness for immediate service.

(S. 13342/13.)

\* \* \* \* \*

**921. Survey on Relief of Engineer Officer.**—Where the Engineer Officer in charge of the machinery is relieved, the Captain is to apply to the senior officer present for a competent Engineer Officer to examine the machinery and boilers, and join in the report on S.354 as directed in Article 51 of Engineering Manual. Whenever practicable this examination is to be carried out by the Engineer Captain appointed for service with the fleet.

(C.W. /16.)

\* \* \* \* \*

**923. Cancelled.**

(N.S. Fuel 5881/20.)

## ARTICLE 925.

\* \* \* \* \*

**2. In mercantile cruisers and other hired ships in commission or ordered by the Admiralty to be commissioned, to which Engineering Manuals may be issued for guidance and in which the machinery is run by the mercantile crew, the instructions in the Engineering Manual are to be observed so far as they are applicable to the**

machinery and boilers fitted to the ship, and not opposed to the regulations and instructions issued to the mercantile crew or under which such crew is serving.

(C. Sec. S. 6015/20.)

## SECTION II. FUELLING.

### *General (Oil Fuel and Coal).*

**926. Filling Bunkers.**—Where no special instructions to the contrary have been inserted on the statement of stability in the Captain's ship's book, the bunkers may be filled at the option of the Captain.

2. Prior to the receipt of the statement of stability instructions should be asked in any case of doubt on this point.

3-11. *Cancelled.*

(N.S. Fuel 5881/20.)

**927. On receipt of Oil Fuel or Coal** on board ship either from any of H.M. fuelling depôts or from a contractor, the Engineer Officer is to satisfy himself at the time that the quantity is substantially correct, and so far as possible, in case of a receipt from a contractor, that the quality is in accordance with the conditions of the contract. (See Article 932.)

2. **Particulars of Fuel supplied.**—The Commanding Officer will be furnished from naval establishments whenever storage arrangements render it practicable, or by the contractors with full particulars as to the exact description of all fuel supplied. The source from which coal and patent fuel was obtained and the date of being placed in the depôt or collier will also be notified.

(N.S. Fuel 5881/20.)

**928. Gear for Fuelling.**—Prior to commencing fuelling operations the officer or other person in charge of the oiling or coaling gear is to count over to an officer of His Majesty's ship to be fuelled all the articles to be used in the fuelling, and a voucher is to be presented for signature showing the number of each description being used. After the fuelling is completed, the gear should again be counted in the presence of an officer of the ship to ascertain the extent, if any, of the losses, and a final agreement should be arrived at in writing on the spot.

2. **Report of Losses.**—A report, on Form S.229, is to be forwarded to the Commander-in-Chief or Senior Officer by the Captain after each fuelling operation, whether there have been any losses of fuelling gear, &c., or not, giving particulars as to time, place, and manner of fuelling, description and number of articles lost, and the quantity of oil fuel or coal deficient, with such remarks as the Captain of the ship may consider necessary as to the responsibility for such loss.

3. **Requisition for Gear.**—If the ship is to be fuelled from an oiler or collier supplied with an outfit, the officer in charge of the fuelling is to requisition from the master of the oiler or collier such gear as may be required and at the close of the fuelling he is to furnish the master with a list of articles missing, if any, for transmission with his accounts. A report of the losses is then to be made to the Commander-in-Chief as directed above.

4. **Inspection of Gear after Fuelling.**—After each fuelling all the gear used is to be specially examined, particular attention being paid to coaling stropps and the beackets of all coal sacks and bags and any necessary repairs executed before the articles are used again. An entry to the effect that the inspection has been carried out is to be made in the ship's log after each fuelling operation. Where fuelling takes place only at infrequent intervals, an inspection of all gear should be made every six months, and any articles which may be found defective are to be repaired or renewed as necessary. The examination, &c., after each fuelling operation is also to be carried out.

(N.S. Fuel 5881/20.)

**929. Inferior Quality of Fuel.**—If oil fuel or coal supplied should appear to be of inferior quality, or be found to possess peculiar qualities as to waste, smoke, or difficulty in generating steam, full particulars of these defects are to be carefully noted in the engine-room register, and a report by letter immediately sent to the Admiralty, accompanied by all the particulars as to the name, source, and age of the fuel; and, if received direct from contractors, the obligations specified in the conditions of contract should be ascertained and enforced.

2-9. *Cancelled.*

(N.S. Fuel 5881/20.)

**930. Demurrage on Oilers and Colliers.**—When notice of the expiration of the period allowed for free discharge of a hired oiler or collier is received from the master, the following action should be taken :—

(a) If concurred in, the communication should be acknowledged by the Senior Naval Officer "without prejudice."

(b) If not concurred in, the Senior Naval Officer should so inform the master, and state briefly the reasons for protesting against the claim. A request should, at the same time, be made that the receipt of the communication may be promptly acknowledged.

If the master in his acknowledgment still adheres to his application, he should then be informed that the question of demurrage will be settled in England between the Admiralty and the shipowners.

All local correspondence in regard to demurrage is to be restricted to the discussion of the circumstances and views of the parties concerned, but no attempt is to be made locally to determine the amount of demurrage payable. A full report on the subject accompanied by a copy of the local correspondence should be forwarded to the Admiralty at the earliest possible date, and the times of arrival, commencement and completion of discharge, and any other dates likely to affect the claim for demurrage, should be endorsed on all bills of lading.

(N.S. Fuel 5381/20.)

**931. Cargo Accounts of Oilers and Colliers.**—A statement (Form S.131) showing the distribution of each cargo received when away from a naval port is to be forwarded to the Director of Stores on the same day as the bill of lading is receipted, and is to be accompanied by the receipts of the various officers who have been supplied. For Royal Fleet Auxiliaries or transport or time charter oilers or colliers the Account S.131 is prepared by the master and rendered by him to the Senior Naval Officer for transmission. The account for vessels on ordinary freight charters is to be prepared and forwarded by the Senior Naval Officer. The bill of lading quantity for which the receipt is given to the oiler or collier may be expected to differ to some extent from the total of the quantities for which receipts are taken by the Senior Naval Officer from the ship supplied, as the verification of quantities received by individual ships can only be approximately correct, but a *pro rata* adjustment is to be made in the quantities for which receipts are taken in order to effect an agreement with the total bill of lading quantity.

The Form S.131 referred to contains full instructions as to how it is to be prepared.

**2. Differences.**—Where the quantity of oil fuel or coal received on board is less than that taken on charge the difference is not to be included in quantity entered in expense book as used, but is to be written off charge therein as a separate entry under the heading "Extraordinary expenditure."

**3. Adjustment.**—When oilers or colliers, after discharging part of their cargo to a fleet, proceed to a naval port to discharge the balance, or when such vessels after a partial discharge at a naval port are ordered to proceed to the fleet, the account with supporting vouchers is to be forwarded to the Naval Store Officer, who will calculate the *pro rata* adjustment of differences after discharge has been completed and will communicate particulars to the Senior Naval Officer concerned.

(N.S. Fuel 5381/20.)

**932. Local Purchases.**—Abstracts of fuelling contracts at certain ports are distributed annually to His Majesty's ships by the Director of Navy Contracts. As the prices vary from year to year, the Captain should request the contractor to produce a copy of the contract in force at the time of the supply.

2. At ports abroad, where the Admiralty have contracts for the supply of fuel to His Majesty's ships, the fuel should be inspected, as a rule, once in each quarter by the officers specified, to see that the stock required by the terms of the contract is kept on hand, and a report made on Form S.131, and transmitted to the Senior Officer. The report need not be forwarded to the Admiralty unless the stock is less than the stipulated quantity.

3. The coaling capabilities of firms at various ports at home and abroad will be found in the book of "Sources of Supply of Coals, Oil, and Fresh Provisions

at Ports Abroad," which is issued annually to His Majesty's ships. Failing this the Senior Naval Officer, or in his absence a local Government Official is to be consulted as to the best firms from whom to obtain tenders.

(*N.S. Fuel 5881/20.*)

**932a. Fuelling and Watering Plants at Depôts.**—A return on Form D. 610 showing the number and condition of the lighters and other plant appropriated for fuelling purposes, also particulars of the storage accommodation for steam vessel coals, and oil fuel, and a similar return with respect to watering plant on Form D. 613, rendered at the same time, are to be forwarded to the Commander-in-Chief for transmission to the Admiralty from each of His Majesty's naval yards and fuelling depôts at home and abroad. They are to reach the Admiralty not later than the 1st October in each year.

(*N.S. Fuel 5881/20.*)

*Coal.*

**932b. Checking Quantities.**—The weighing or other check of quantity, whether it take place on shore or at the ship's side, is to be attended by an officer or other person from the ship and an agent of the Naval Store Officer or contractor at the same time, so as to ensure that an agreement as to the quantity supplied shall in all cases be arrived at on the spot at the time of receipt. Any settlement of differences, whether with the Naval Store Officer or contractor, is to be stated in detail upon the receipt.

2. Where dockyard lighters marked with load lines are used, the quantities in the lighters, verified from the dockyard book kept for the purpose, are to be sent off with the boat note, and the attendance of the agent of the coal depôt for the purpose of checking weights may be dispensed with. Where contractors' lighters are used the contents of the lighters should be ascertained by measurement.

3. If sent alongside in lighters, the contents of which have not been already ascertained and agreed to by the ship's officers, the agent of the Naval Store Officer or contractor is to be called upon to produce a "boat note," or other memorandum, of the contents of each lighter, so that if there should be any deficiency of quantity, the particular lighter or lighters in which it occurs will be known at once, and investigation facilitated accordingly.

4. When supply is made in lighters, and it is not convenient to receive the coal on board immediately, precautionary measures—*e.g.*, sealing the hatches of the lighters, mooring the lighters near the ship, or setting a watch on them—are to be taken to prevent the contents from being tampered with.

5. If delivered in bags or baskets, &c., the bags, baskets, &c., are to be counted, and 10 per cent. of the total number weighed, care being taken that those weighed are selected indiscriminately and not in any special rotation or numerical order. In proving quantities by this method, it is to be borne in mind that the result can only be approximately correct, even if the greatest care be taken, as the turn of the scale may make a considerable difference.

6. When coal is received direct from a collier away from a naval port the Senior Naval Officer is to give a receipt to the master for the bill of lading quantity when the cargo is entirely discharged, provided he is satisfied that there is no reason to suspect that any of the cargo has been abstracted on the voyage. The weighing of bags or baskets, as explained in clause 5, should still be continued for the purpose of apportioning the bill of lading quantity to the vessels taking the coal.

(*N.S. Fuel 5881/20.*)

**932c. Inspection on Shipments.**—Whenever it is possible to do so, the Admiralty inspectors at the ports of shipment will inspect each shipment, and certify on the bills of lading as to quality. Coals certified by the inspectors to have been shipped in good condition and in accordance with the terms of the contract are not liable to rejection, but if the bills of lading be not so endorsed, or if the inspector states thereon that he has not been able to inspect the shipment, or that he is not satisfied with it, and that it requires examination before receipt, it is to be inspected on delivery.

(*N.S. Fuel 5881/20.*)

**933. Test of Collier's Gear.**—Where coaling takes place direct from colliers, arrangements are to be made for the hoisting and coaling gear belonging to the collier to be inspected and tested by an officer of His Majesty's ship before coaling

with a view to ensuring that no unserviceable gear (e.g., derricks, whips, slings, beackets of coal sacks) is used during the coaling. The test to be applied is to be a dead load of twice the weight of the ordinary hoist.

2. In order to avoid risk of injury to men when coal sacks fitted with mild steel beackets are being used, these sacks are not to be passed back by hand into the holds of vessels lying alongside, nor returned by hand from colliers, &c., for restowage in His Majesty's ships.

3. Hemp slings are to be used when hoisting sacks or bags fitted with hemp beackets.

(N.S. Fuel 5881/20.)

**933a. Trimming Coal.**—The work of trimming coal in the bunkers of His Majesty's ships should ordinarily be performed by the crew. Captains have discretionary power to employ coolies for taking coal on board in the tropics when the heat is great and the circumstances particularly trying, but labour should not be hired for this work unless special and exceptional circumstances make it necessary.

(N.S. Fuel 5881/20.)

#### *Oil Fuel.*

**933b. Receipts from Tank Vessels.**—Before commencing to take delivery from a tank vessel the whole of her cargo tanks should be carefully sounded in conjunction with the Chief or other Officer, and the amount of oil on board ascertained by means of ship's calibration tables. If the vessel uses oil fuel as bunkers, the quantity in bunker tanks should also be checked both before and after discharge of cargo. The specific gravity and temperature of the oil should also be taken and recorded.

2. On completion of the discharge the whole of the cargo and bunker tanks should be inspected and the quantity of oil fuel remaining, if any, ascertained.

3. A responsible Engineer Officer should be associated with the whole of the above transactions and an agreement should be arrived at with the Master of the Oiler as to the actual quantity of oil fuel received.

4. If the tank vessel has come from overseas from contractors for direct discharge to H.M. ships, a representative sample, made up by taking and mixing samples taken from the whole of the tanks at different distances from the surface should be taken and sent to the Admiralty Chemist, Portsmouth. Care should be taken that perfectly clean receptacles are used for the taking and despatch of samples.

5. The flash point of the oil should also be taken by means of a Pensky-Martin's apparatus.

(N.S. Fuel 5881/20.)

**933c. Specification of Oil Fuel.**—The Admiralty standard specification for oil fuel is as follows :—

Flash point	-	-	-	-	-	Not less than 175° F. <i>Not to exceed</i>
Viscosity	-	-	-	-	-	1,000 seconds at 32° F.
Water	-	-	-	-	-	.5 per cent.
Sulphur	-	-	-	-	-	.75 "
Acid	-	-	-	-	-	.05 "

2. Owing to difficulties in obtaining sufficient supplies of oil fuel to the above specification, it is necessary at times to accept supplies with flash point between 150° F. and 175° F.

3. The attention of all concerned should be called whenever oil fuel of lower flash point than 175° is received, so as to ensure that the behaviour of the oil is carefully watched and the instructions for the prevention of oil fires and explosions strictly carried out.

(N.S. Fuel 5881/20.)

**934. Water.**—In view of the possibility of water in appreciable quantities being present in the holds of oversea oilers, care should be taken that the proper test by means of sensitised paper is carried out.

(N.S. Fuel 5881/20.)

**934a. Berthing of Tank Vessels alongside H.M. Ships.**—Care is to be taken to place fenders in such a position as not to endanger the shell of the oil fuel vessel in the vicinity of her oil tanks.

(N.S. Fuel 5881/20.)

**934b. Rapidity of Discharge.**—The utmost importance is attached to the rapid discharge of oversea tank vessels and Fleet Attendance Oilers, delivery of oil fuel being taken at the earliest possible moment after arrival, discharge being carried on continuously as far as practicable day and night.

2. Responsibility for all movements and operations performed by oil tank vessels whilst in attendance on the Fleet including their economical employment will be taken by the Captain of the Fleet or Flag Captain on behalf of the Commander-in-Chief and subject to his sanction.

(N.S. Fuel 5881/20.)

**934c. Supply from Lighters.**—A similar procedure as regards checking quantity on board before taking delivery and examining tanks of lighters after completion of supply should be carried out in the case of Lighters as laid down for Tank Vessels.

2. When taking delivery of oil fuel from contractors in lighters, the authorised tests for flash point, specific gravity and water should be applied.

(N.S. Fuel 5881/20.)

**935. Supplies from Shore Tanks.**—Before taking delivery from shore establishments, the tanks from which supply is to be made should be carefully measured by an Engineer Officer in conjunction with the Dépôt Staff. He should satisfy himself that the pipe line is full before checking the quantity in the shore tanks before and after supply, and an agreement should be reached with the shore staff as to the actual quantity issued.

(N.S. Fuel 5881/20.)

**935a. Return of Oil Fuel.**—When it is necessary to discharge oil fuel tanks of H.M. ships for docking or any other purpose care is to be taken beforehand to test the oil fuel as to the presence of water and the dockyard authorities advised of the result in order that special arrangements may be made as necessary for the reception of any oil fuel found to be mixed with water.

(N.S. Fuel 5881/20.)

**935b. Precautions against Fire.**—Attention is called to the detailed instructions in the Engineering Manual as to the precautions to be taken against fire when handling oil fuel.

(N.S. Fuel 5881/20.)

**935c. Pollution of Harbours by Oil Fuel.**—It is strictly prohibited to pump overboard in harbour or basin any oil fuel or bilge water, &c., which may contain oil fuel residue.

2. Every possible care should be taken to avoid drainings of oil from oil hoses leaking overboard.

3. Before a vessel proceeds into dock, she should, after discharge of as much oil as possible, wash out her tanks, and proceed outside the limits of the harbour in order to pump all washings overboard.

(N.S. Fuel 5881/20.)

**935d. Petrol and Lubricating Oils in Aircraft Carriers—Responsibility for Safe Keeping.**—In Aircraft Carriers, the Engineer Officer of the ship is to be responsible for the safe keeping of all petrol and lubricating oils however stored, except in the case of supplies issued and kept for use in hangar or flying deck, or actually in the aircraft.

2. The Engineer Officer is also to be responsible for the care and maintenance of the storage and pumping plant. He will issue petrol and lubricating oil as considered necessary by the Captain of the ship, after consultation with the Officer Commanding the Royal Air Force attached to the ship.

3. The Royal Air Force Stores Officer attached to the ship will be responsible for raising demands, checking the amounts received and issued, and for keeping the necessary accounts for Air Force stores, as well as for ensuring that the petrol supplied for aircraft is of the proper grade.

(S. 02098/22.)



## SECTION IV. ENGINEER OFFICER.

## ARTICLE 946.

\* \* \* \* \*

2. He is to have charge of, and be responsible for, all machinery fittings, &c., as laid down in Article 15, Engineering Manual.

(E.F.O./21.)

**946a. Armament Machinery—Compressed Air Service.**—The Engineer Officer is responsible for the Ring Main up to and including the joints connecting the supply pipes to the stop valves for admitting air to :—

- (a) Submerged flats.
- (b) Charging columns for above water torpedo tubes.
- (c) Revolving structure of turrets.
- (d) Reservoirs for air blast of guns on transferable mountings.
- (e) Gun Mounting recuperators.

**2. Reservoirs :—**

- (i) The Torpedo Officer is responsible for reservoirs in submerged flats. (See 901.)
- (ii) The Gunnery Officer is responsible for all reservoirs for gun air blast. (See 900.)
- (iii) The Engineer Officer is responsible for reservoirs other than (i) and (ii).

The responsibility for reservoirs includes the provision for carrying out the periodical tests of air bottles forming the respective reservoirs.

(G. 4636/22.)

**3. Hydraulic Service.**—The Engineer Officer is responsible for the Ring Mains, pressure and exhaust, up to and including the joints connecting these pipes to :—

- (a) Stop valve for supplying pressure from ring main to turrets.
- (b) Stop valve for supplying pressure from ring main to shell rooms.
- (c) Fixed end of exhaust walking pipes.

**954. Superintendence and Instruction of Juniors.**—He will arrange that all important matters of engine-room duty are superintended by himself, or by an Engineer Officer in whom he can place confidence, and not left to the care of officers who from want of experience cannot be depended on. He is to take every opportunity of instructing the inexperienced Engineer Officers in the duties of the Engineers' Department, and is to use his best endeavours to make them efficient. Inexperienced officers serving in the engine-room should be trained under officers senior to them in the duties of stokehold watchkeeping.

(C.W. 8774/12.)

2. With the sanction of the Captain he is to take care that all Engine-room Artificers, 4th Class, acting or confirmed, serving in the ship are afforded every facility for acquiring experience in the engine-room to qualify them as watchkeepers, and that they receive the necessary instruction in taking and working out indicator diagrams to enable them to obtain the engine-room watch certificate. To enable a Hydraulic Engine-room Artificer to qualify for his engine-room watchkeeping certificate, he is to be relieved by a suitable Engine-room Artificer from the engine-room as may be convenient. The Engineer Officer is to be responsible that the attention of the Gunnery or Torpedo Officer is called to the fact that a particular man is due to qualify.

(G. 0866/15.)

**3. Watchkeeping.**—He will arrange that all Engineer Officers subordinate to him, excepting the 2nd Engineer Officer, in the case of Capital Ships, are employed in watchkeeping in the Engine-room when under way.

Officers employed on particular duties should keep at least four hours' watch per day to ensure the watches being placed to as great an extent as possible in charge of Officers.

(C.W. 5446/23.)

4. All Sub-Lieutenants will be attached to the Engine-room Department for a period of training prior to promotion to Lieutenant. They will be appointed for "Engine-room duty" and are to perform the duties and be given the responsibilities of a junior Engineer Officer as far as practicable. The date of commencing engine-room duty is to be reported to the Admiralty on the established form S.1234.

5. At the end of four months' service in the Department each officer is, if considered qualified, to be given a certificate on the established form S. 1235 that he is "capable of performing the duties of a junior Engineer Officer" (see 267, clause 3).

6. If the certificate cannot be granted at the end of four months, the officer is to be retained in the engine-room for another month, and, if not then considered qualified for the certificate, his period of duty in the Department is to be prolonged to six months.

7. Should an officer fail to qualify at the end of six months, he is to be reported to the Admiralty, to be dealt with as Their Lordships may consider desirable.

8. A duplicate of each certificate granted is to be forwarded to the Admiralty as soon as it is issued, and a report is to be made if an officer's period in the engine-room is extended.

9. During exercises Sub-Lieutenants attached to the engine-room should be stationed and work with the engine-room complement, but their stations in action will be at the discretion of the Captain of the ship.

(C.W. 8774/12.)

**955. When to be in Engine-room Department.**—The Engineer Officer is to visit the Engine-room Department repeatedly during the day, and at any time either by day or night when his presence may be rendered necessary by an accident or other cause. He is always to be in the engine-room when going into or out of harbour or through any intricate channel, or while performing any evolution when more than ordinary care is requisite in executing with promptitude the orders given from the deck.

(C.W. 20292/20.)

#### ARTICLE 957.

\* \* \* \* \*

**2. Water-tight Doors, &c.**—With the exception of weather-doors and hatches on the upper deck, all water-tight doors and all water-tight hatches of whatever nature and wherever fitted, with their securing arrangements and gear, as well as all armoured hatches, with their lifting and securing gear, are in charge of the Engineer Officer, who is responsible for their efficiency. They are to be examined at least once a week.

(N.L. 14688/12.)

**959a. Magazine-cooling, &c., Machinery, Daily Log.**—The Engineer Officer is responsible for maintaining the proper temperatures in the refrigerating chambers.

2. A log (Form S.1178) of the working of the machinery is to be kept, in which are to be recorded daily the minimum and maximum temperatures, also the occasions on which the chambers have been opened and other matters bearing upon the working of the refrigerators generally.

3. A fair copy of the log is to be laid before the Captain in the same way as the engine-room register.

4. The Accountant Officer, as the officer responsible for the stores, is to have access to the log and thermometers at any time.

5. The log is not to be forwarded to the Admiralty unless specially ordered. It is to be produced for examination every quarter by the Engineer Officer on the Staff of the Commander-in-Chief when he makes his quarterly inspection of the machinery and books.

(S. 767/17.)

**962. Temperature of Coal Bunkers.**—When under steam he is to cause the temperature of the coal bunkers to be ascertained and noted in the engine-room register once at least every four hours, and once every twenty-four hours when not under steam, unless the temperature in them is found to be increasing, when it is to be obtained as often as may be considered necessary until the temperature is reduced to its normal condition. The temperature of coal bunkers and oil fuel

tanks contiguous to magazines is to be taken and recorded in the engine-room register at the beginning of every watch. Any unusual temperature noted is to be immediately reported to the Commanding Officer.

(G. 01817/18.)

\* \* \* \* \*

**975a. Officers specialising in Engineering.**—Officers specialising in (E) who have ceased to hold the right of military command are to be employed only on such duties as are usually assigned to engineer officers.

(C.W. 3668/20.)

## CHAPTER XXVIII.

### NAVIGATION AND PILOTAGE.

#### SECTION I. GENERAL.

**978. Speed in Fog, &c.**—Any Officer in command of a Fleet or Squadron or of one of His Majesty's ships, when under way in fog, mist, falling snow or heavy rainstorms, is to proceed at the lowest speed consistent with the maintenance of proper control over the Fleet or Vessel under his command, due consideration being given to the range of visibility, and to the distance which must be travelled before any vessel can be made to lose all her way if required to do so.

**1a. Ship standing into Danger.**—If any Officer in command of a Fleet or Squadron should observe a ship standing into danger, he is at once to act, or to make the same known, as the actual circumstances may require.

(N.L. 3671/12.)

**2. Uncharted Dangers.**—If a Captain should become aware of the existence of any danger in the ordinary track of shipping not hitherto charted, he is to cause careful examination to be made by soundings, &c., so as to show the nature, extent, position and depth of water in respect of such danger, and is to report the same to the Admiralty immediately, by wireless or cable if he considers it advisable, forwarding the angles and other means used to fix the position, &c., and, if possible, a plan of the locality.

(M. 11937/13.)

\* \* \* \* \*

#### ARTICLE 979.

\* \* \* \* \*

**3. The Admiralty Manual of Navigation** is to be regarded as the standard work on Navigational questions in His Majesty's Fleet, and the information contained therein is to be most carefully studied.

(M. 21918/14.)

#### ARTICLE 982.

\* \* \* \* \*

#### 2. Cancelled.

(M. 21918/14.)

**983a. Reports of collisions** or other navigational matters should, whenever practicable, be accompanied by diagrams indicating the relative positions and movements of the vessels concerned. See also 573 (*Collision with Merchant Ship*).  
(N.L. II./11812/17.)

**984. Touching Ground.**—If the ship touches the ground, the Captain and the Navigating Officer are, by the first opportunity, to transmit to the Commander-in-Chief or Senior Officer of the Station, for the information of the Admiralty, a joint

statement describing in detail all the circumstances in which the incident occurred, attaching also the information required by the following form :—

- (a) The rate at which she was going over the ground at the time she struck.
- (b) The exact time she remained on shore.
- (c) The nature of the bottom.
- (d) The means taken to get her off.
- (e) The injury they suppose she has received.
- (f) The direction and force of the wind.
- (g) The state of the weather, sea, and tide.
- (h) The ship's draught, forward and aft.
- (i) The least depth of water under the stern, under the bows, and amidships, obtained during the time she remained on shore.

2. This statement is to be accompanied by a copy of the Log, a copy of the Rough and Fair Engine Room Registers, a track chart, commencing from the date when the ship last left port, and, if possible, by a clear and comprehensive plan of the place where the accident occurred, and, in any case, angles between as many of such prominent objects as may be in sight as will suffice to accurately fix the position when aground. When possible, at least five such angles should be forwarded. Bearings taken from the standard compass, of the same objects, should also be given, stating the deviation of the compass.

(N.L. 12754/13.)

**939. Hiring Tug.**—When it may be absolutely necessary to hire a tug to assist or tow the ship, and there is not time to obtain the previous authority of the Admiralty, a separate agreement in writing, in the absence of special local arrangements, is to be made each time, with the permission of the senior officer present, the terms being reported to the Admiralty with a statement of the circumstances which render it necessary to employ the tug. Care is to be taken that the charges are not higher than the custom or the regulations of the port may sanction. The certificate given to the master of the tug is to state the basis, that is, gross tonnage or registered tonnage, on which the charge is made, and the amount agreed upon and payable for such tonnage.

(M./C. 1/2899/20.)

## SECTION II. PILOTAGE.

**933. General Arrangements.**—Under ordinary circumstances the Navigating Officer is the pilot of the ship, but, if the officer borne for navigational duties is not a qualified navigating officer, the duty of pilotage devolves on the Commanding Officer, who may either perform it himself or, at his discretion, depute any officer of the ship's complement.

**2. Difficult Ports and Channels.**—For ports and channels which are difficult of access, or for which the charts are not themselves sufficient guide, a licensed or regular pilot may be employed; if an officer pilots the ship he will be allowed for his services such remuneration as the Admiralty may think fit to award.

**3. "General Directions."**—The information contained in the book "General Directions as to the Pilotage of H.M. Ships and Vessels," supplied as a book of reference is to be carefully studied, and the directions contained therein are to be strictly complied with.

**4. When Pilot not to be employed.**—In the absence of a navigating officer, a pilot is not to be hired to perform the ordinary duties of navigation, nor to conduct the ship into ports for which the charts and directions are a sufficient guide.

**5. Pilots employed at a Port easy of access.**—If a pilot is employed for a port or anchorage normally disallowed an explanation of the reasons for so doing is to be made on the back of the certificate. If the explanation should not be considered satisfactory the expense may be charged against the Captain or Navigating Officer.

(C.W. 11555/21.)

6-11. *Cancelled.*

(M. 65319 20.)

994. *Cancelled.*

(M. 65319/20.)

**995. Relations between Pilot, Captain, &c.**—When a pilot is employed, the Captain is to order everything that relates to the navigating of the ship to be performed as the pilot shall require; but, nevertheless, he and the Navigating Officer are to attend particularly to his conduct; and if, from his own or the Navigating Officer's observations, he shall have reason to believe the pilot is not qualified to conduct the ship, or that he is running her into danger, the Captain is to remove him from charge, and to take all necessary measures for the safety of the ship, noting the time of the pilot being so removed, in the log. In home waters whenever a pilot is so removed from charge a report is to be made to the senior officer present, who will, if possible, order a Court of Enquiry to investigate the reasons for the Captain's action. If the ship should at any time be damaged through the ignorance or negligence of a pilot, when a common degree of attention on the part of the Captain and Navigating Officer would have prevented the disaster, those officers will be deemed to have neglected their duty. This Article is equally applicable to the case of a ship in charge of a King's Harbour Master or an Admiralty pilot.

(N.L. 10280/22.)

**996. Rights in regard to Pilots.**—His Majesty's ships have the right to demand the services of any Trinity House or other British licensed pilot not otherwise engaged at the time, but no British pilot can claim the right of piloting any ship belonging to His Majesty.

**2. In Foreign Ports.**—In foreign ports H.M. Ships are not necessarily exempt from compulsory pilotage, but must conform to the local regulations, which should be ascertained before employing a pilot.

**3. Cancelled.**

(M. 65319/20.)

## ARTICLE 997.

\* \* \* \* \*

**2. All certificates of pilotage at home and applications for payment, together with all communications on the subject, are to be sent to the Director of Navigation.**

(M. 22483/15.)

\* \* \* \* \*

**5. Tonnage.**—At various ports, both British and Foreign, the rates payable to local pilots depend upon tonnage, either net register, gross register, or displacement. Each of these measurements is to be given in the space provided on Form S. 21. An exception occurs in the Suez Canal where tonnage according to the Danube rule is used.

The Board of Trade tonnage certificate which shows the gross and net register, also the Danube tonnage, is furnished to all His Majesty's Ships on completion or re-measurement after structural alterations, and will be found in the Ship's Book.

**6. Precaution before Payment of Pilotage.**—When, in the absence of a Consul or Resident Naval Accountant, payment is made by the Accountant Officer of a ship, care is to be taken to ascertain from the local authorities on which class of tonnage pilotage is correctly payable.

**7 and 8. Cancelled.**

(M. 65319/20.)

**1001. Cancelled..**

(M. 65319/20.)

**1002. Foreign Steering Orders.**—In the ships of several foreign nations, orders to starboard or port, as well as the signs and signals used to confirm or repeat such orders, indicate, not that the helm is to be put over to starboard or port, but that the wheel is to be so worked that the ship's head may go to starboard or port. With a view to guarding against accidents this possible difference of practice is to be borne in mind when a foreign pilot is engaged, and care is to be taken to ascertain, at once, the rule in this particular which his country adopts.

(M. 65319/20.)

## SECTION III. COMPASSES, CHRONOMETERS, AND CHARTS.

**1003. Deviation of Compasses.**—The Captain and the Navigating and other executive officers of the ship are to keep a constant watch over the deviation of the compasses, and they are to make themselves thoroughly acquainted with and be guided by the practical rules relating thereto, in which will be found all details of the precautions to be observed.

(H. 3493/22.)

**2. Positions of Compasses.**—The exact positions of the standard and steering compasses will be determined by the Director of Compasses, and no change is to be made without authority from him.

(E.F.O. 7104/20.)

\* \* \* \* \*

**5. Compass exposed to Sun.**—When liquid compasses are exposed to a hot sun, the hoods are to be shipped so as to obviate the possibility of the covering glass becoming fractured by the focussing of the sun's rays in the lenses or prisms in azimuth and steering fittings.

(N.S. 7088/14.)

## ARTICLE 1004.

\* \* \* \* \*

**5. Deviation of Standard Compass.**—Whenever a ship is swung, a notation of the circumstance is to be made in the ship's log, the compass errors observed being noted in the compass journal. A return of the deviation of the standard compass, on Form S.374a, and its comparison with the other compasses, is to be transmitted to the Director, Admiralty Compass Observatory, Slough, every year on the 31st December.

(E.F.O. 7104/20.)

\* \* \* \* \*

**1009. Chronometers and Watches.**—At as early a date as possible the Navigating Officer of a newly-commissioned ship, or of a ship about to be commissioned, is to apply to the Chart and Chronometer Dépôt if the ship is at a naval port where there is a dépôt, or to the Hydrographer if the ship is not visiting such a port, for the supply of chronometers and watches as allowed by establishment (Form H. 110), so that their rates may be ascertained and become steady before sailing.

**2.** On receiving the same a receipt on Form S.383 is to be at once furnished to the officer who supplied them, and a return on Form S.379 forwarded to the Hydrographer.

**3.** Should the chronometers or watches be transferred to another ship (with or without an Accounting Officer), they should be accompanied by a supply note, Form S. 382, and a receipt on Form S.383 obtained, and the Hydrographer immediately advised of the transaction.

**4.** Chronometers and chronometer watches after the expiration of four years from the date of their last issue from the Royal Observatory, Greenwich, are to be exchanged for others on the first visit of the ship to a naval port where there is a chronometer dépôt. If the ship is not likely to visit such a port shortly after the chronometers or watches have become time expired, application is to be made to the Hydrographer.

The date of issue from the Royal Observatory is shewn on the label pasted inside the box containing the chronometer or watch.

**5.** Demands to replace damaged, unserviceable or unreliable chronometers or watches are to be sent to the Chart and Chronometer Dépôt, if the ship is in a naval port where there is a dépôt, and must be accompanied by a copy of the report sent to the Hydrographer (see Article 1010, Clause 4). If not at such a port the demands should be sent to the Hydrographer.

**6.** A return on Form S.379, shewing the chronometers, chronometer watches, hack watches and pocket watches on board, and the receipts and issues during

the period of the return, accompanied by receipts on Form S.383, is to be rendered to the Hydrographer on the following occasions :—

- (a) On the ship commissioning.
- (b) Annually on 31st December.
- (c) On the ship paying off.
- (d) On the supersession of the Navigating Officer.

When the Navigating Officer is superseded the certificate in the return, that the chronometers and watches are in a serviceable condition, is to be signed by the officer taking them on charge.

(M./H.D. 284/15.)

7. If H.M. Ships are refitting for any length of time the chronometers and watches used for navigational purposes should be returned on deposit to the Chart and Chronometer Depôt at the port of refit and redrawn when the vessel is ready for sea again. If there is no such depôt at the port of refit the chronometers and watches should be returned to the Astronomer Royal, Royal Observatory, Greenwich, and the appropriate establishment demanded from the Hydrographer on the completion of refit.

(H. 3493/22.)

**1010. Winding, Care, &c.**—The Navigating Officer is to wind up the chronometers and watches daily at a fixed hour, and is to take care that the winding is reported to the Captain. In the absence of the Navigating Officer, this duty is to be performed by such officer as the Captain may appoint.

2. All the chronometers and watches are to be kept in the special case in the ship fitted for them, and to be compared daily, and the results noted in the book supplied for the purpose (Form S. 384).

3. Chronometers and chronometer watches are not to be moved from their positions for taking observations, &c. Hack watches or pocket watches are supplied for this special purpose. Care is to be taken to prevent damage to hack or pocket watches when so used, and that when taken out of the chronometer case they are placed in a secure position.

4. If any chronometer or watch proves unreliable (*see* Form H. 112), is lost, or sustains damage, a full report of the circumstances is to be forwarded at once to the Hydrographer.

5. The instructions contained in the Memorandum "On the supply, use, and treatment of Chronometers, Chronometer Watches and Hack Watches" (Form H. 112), are to be strictly observed.

6. *Cancelled.*

(M./H.D. 284/15.)

**1012. Chart Folios and Books and Publications supplied with Chart Folios.** **Supply.**—Arrangements are made by the Hydrographer of the Navy for the supply of the necessary chart folios and books and publications supplied with chart folios to vessels completing or recommissioning in Home Waters.

The officer superintending the building or repairing of ships in Home Waters is to report to the Hydrographer of the Navy the date on which chart folios, &c., will be required, and to which rail address these should be forwarded. The chart folios, &c., will be supplied from the most convenient Chart and Chronometer Depôt, which will not necessarily be at the Port from which the navigating party is drawn.

2. For ships abroad re-commissioning or proceeding to another station or on another service, charts, &c., should be demanded from the Chart and Chronometer Depôt on the station; but should there be no depôt, fresh folios of charts, &c., will be sent from England.

(H. 3493/22.)

**3. Chart Folios, Age Limits.**—All folios of charts issued to His Majesty's ships are to be considered effective for six years from the date of issue from the Hydrographic Department, provided that no folio has more than four years' continuous service afloat.

(M. 54963/21.)

**4. New Charts and New Editions of Charts.**—As new charts or new editions of charts are supplied to a ship, they are at once to be put into their respective chart folios, the cancelled charts destroyed, and the necessary alterations or additions made to the folio lists.

4a. **New Books, New Editions and Supplements.**—As new books and publications and supplements, &c., thereto are supplied to a ship, the superseded books, &c., are to be destroyed, and the necessary alterations made in the lists of books, &c.

4b. **Replacement of Charts and of Books and Publications supplied with Chart Folios.**—Worn or damaged charts will be replaced by the Hydrographic Department on receipt of a demand on Form H. 38. Books and Publications supplied with chart folios are to be demanded on Form H. 177 from the Hydrographic Department.

5. **Transfer of Chart Folios and Accompanying Books.**—Whenever a folio of charts with appropriate books is transferred to another ship, to the charge of another officer, or returned to a Chart and Chronometer Dépôt, the Navigating Officer of the ship transferring the folio and books is to forward direct to the Hydrographer a certificate of transfer (Form H. 81). The Navigating Officer is also to make sure that the charts and books are properly corrected to date, and is to certify on the supply note (Form H. 74), which should accompany the folio, &c., the number of the last notice to mariners used in the correction of the folio and books which number must correspond with the last notice received, and the officer receiving the folio, &c., is to forward direct to the Hydrographer a certificate of receipt (Form H. 11) immediately such transfer has been effected in order that the hydrographic replenishments may be sent to the proper ship.

(H. 3493/22.)

1013. **Chart Atlas Folios for Use of Officers.**—The Navigating Officer is to demand from the chart dépôt an officers' chart atlas folio, containing a selection of charts of the station on which the ship is to be employed, which is to be placed in charge of the junior officer (Military Branch) of the ward room. If the ship has a gun room mess, another atlas folio is to be demanded, which is to be placed in the charge of the senior military branch officer of that mess.

2. These officers' chart atlas folios are supplied to enable officers to make themselves familiar with the coasts and harbours of the countries they visit. A box is to be fitted on board for their reception.

(M. 11937/13 and M. 11976/12.)

\* \* \* \* \*

4. **Chart Atlas Folios for Instruction of Junior Officers.**—The Navigating Officer of a ship in which junior officers are borne is also to demand from the chart dépôt, for their instruction in practical navigation, an atlas folio of selected charts and plans of harbours of the station to which the ship is proceeding. The Naval Instructor will have charge of this chart atlas folio.

5. For Ships recommissioning abroad, new Officers' and Junior Officers' Chart Atlas Folios may be demanded from the Hydrographer if necessary.

6. The charts referred to in this Article and those supplied for the use of the Admiral are not to be considered, or used, as the navigating charts of the ship. Hydrographic matter for their upkeep will not be supplied except new charts and new editions for Admiral's folios.

(E.F.O./M. 65076/20.)

1014. **Notices to Mariners.**—When a Notice to Mariners is received on board, the Navigating Officer is at once to insert the particulars in all charts, sailing directions, &c., to which it refers, in accordance with the instructions given in H. 51 "Index to Charts contained in Full and Auxiliaries' Chart Folios and general information relating thereto," reporting to the Captain that he has so done.

(H.C. 1246/23.)

2. *Cancelled.*

(M. 17302/13.)

1015. **Correction of Charts, Sailing Directions, Light Lists, &c.**—Instructions contained in H. 51 "Index to Charts contained in Full and Auxiliaries' Chart Folios and general information relating thereto" regarding the correction of charts, sailing directions, lists of lights and visual time signals, and list of wireless signals, &c., are to be strictly observed. The above-mentioned publication "H. 51" is supplied with all chart folios.

(H. 3493/22.)



**1016. Hydrographic Information.**—The particulars of all information which may from time to time be obtained affecting charts, sailing directions, and other publications placed in the chart boxes, are to be forwarded on Form S. 378, direct by the Captain to the Hydrographer of the Admiralty, a duplicate being sent at the same time to the Commander-in-Chief of the station.

(M. 62433/20.)

## SECTION IV. NAVIGATING OFFICER.

**1023. Variation of Compass, &c.**—He is to make use of every opportunity of obtaining observations of the variation of the compass on shore, and also by a careful swinging of the ship in deep water; for this purpose he is to adopt the system given in the instructions for making such observations, issued with the compass journal. A return of the results is to be sent to The Director, Admiralty, Compass Observatory, Slough, as soon as any series is complete.

(E.F.O. 7104/20.)

\* \* \* \* \*

**3. Precaution against Deflection.**—No man who has to wear a truss is to take the duty of helmsman or quartermaster as the proximity of a person wearing a truss which had become highly magnetised has been found to cause considerable deflection in a ship's compass.

(N. 4653/11.)

**1024. Compass Journal.**—He is to keep compass journals (Forms S. 381 and S. 1177) according to the instructions therein appended, in which the results of all observations for error of the standard compass are to be entered. The journals will form a useful record during the commission; they are to be produced on all occasions of the ship being inspected, and are to be forwarded to The Director, Admiralty Compass Observatory, Slough, on paying off.

2. When, however, a ship is paid off and re-commissioned the next day, the compass journals are to be retained on board for the first six months of the new commission, in order that the information contained therein may be available for the use of the Captain and Navigating Officer. The journals are then to be transmitted to The Director, Admiralty Compass Observatory, Slough, as already directed.

(E.F.O. 7104/20.)

## ARTICLE 1025.

\* \* \* \* \*

**3. Entries.**—He will be particular that all the particulars required by the established form of log are correctly entered in the log book, in addition to the following circumstances and all other occurrences of moment:—

(a) Lighting fires; weighing and proceeding; letting fires die out or banking fires, and raising steam in steamboats.

(b) Strange Ships observed.—The arrivals, departures, the meeting at sea or finding at anchor of H.M. Ships and ships of war of all nations, transports and fleet auxiliaries. Salutes and ceremonies. Halfmasting and rehoisting colours; dressing ship, the occasion being stated.

(c) Every occurrence connected with the navigation of the ship and with discovered dangers; the set and velocity of the currents or tides; the result of all observations made, and angles or bearings taken to ascertain the ship's position; besides the currents between noon and noon when at sea, those experienced on leaving and making the land, or when running along the land are to be recorded, the numbers of hours between the observations being given.

(d) Peculiarities of the weather, sea and other atmospheric and natural phenomena, and other circumstances worthy of note. The height of the barometer and thermometer at 0000, 0400, 0800, 1200, 1600, 1800, 2000. In stormy weather the barometer should be noted every hour. Occasional notation of roll. Whenever the clocks are altered, the fact is to be noted in the remarks column, and a notation of the zone time being kept is to be made daily at noon.

(e) In fleet sailing the position of the leading ships is to be recorded, and the necessary particulars as to the ship herself and the other ships if out of station, especially at night.

(f) The anchoring or mooring the ship, giving depth of water, amount of cable, and position by bearings or the securing the ship to a wharf or buoy. The draught of water, fore and aft, before sailing and on arrival in harbour.

(g) Evolutions, exercises and landing on service or for drill; the closing of water-tight doors.

(h) The employment of the crew. The daily inspection of the ship's company at Divisions, Evening Quarters; holding Divine Service and reading of Prayers. The leave given, stating to which watch or part of the watch.

(i) The embarkation and disembarkation of all passengers.

(j) The entry and discharge of officers, and ratings, the number only of the latter to be given.

(k) Details and times of any accidents occurring on board or injury to important store articles or fitments; any damage caused by or to vessels berthing alongside. The circumstances of the loss of all important stores. It will be sufficient to specify in the log only the description of the important articles, making reference to the complete list entered in the expense book, where alone the details need be shown.

(l) The names of colliers, oilers and Royal Fleet Auxiliaries and also the names or descriptions of lighters, etc., berthing alongside, with the times of arrival and departure.

(m) A statement of the receipt, supply, survey and return of all stores and provisions, and the exact quantity of fresh beef, and vegetables received on board. Every alteration in the allowance of provisions and by whose order; all extra and gratuitous issues.

(n) The particulars of the hire of any vessel, boat, wharf, or building for the service of the ship.

(o) All general payments.

(p) All punishments requiring warrants, the serial numbers being noted.

(q) Births and deaths on board. *See 1857 (Births and Deaths to be reported to Registrar-General of Births, Deaths and Marriages).*

(N.L. 12746/22.)

#### ARTICLE 1027.

\* \* \* \* \*

3. If the inaccuracies he may have detected in the charts are of importance he is to report them immediately to the Captain in order that they may be transmitted to the Hydrographer by the earliest opportunity, so that no time shall be lost in making the necessary corrections. *See 978 (Discovery of Dangers, &c.), 1016 (Particulars affecting charts).*

\* \* \* \* \*

**1035. Stowage of Ship.**—He is to observe the stowage of the ship authorised in the plans supplied by the Admiral Superintendent on commissioning, which are not to be deviated from without express authority.

He is generally to follow all the directions and regulations contained in the Victualling Instructions, Chapter XLIV., so far as they relate to his duties.

(N.S. 4548/13.)

## CHAPTER XXX.

## CONVOYS.

**1044. Commanding Officer's Authority, &c.**—The authority and responsibility of the Commanding Officer of a Convoy are defined in the Naval Discipline Act 1866 (as amended by the Naval Discipline Act 1915), sections 30 and 31, which are as follows :

*"Penalty for not taking care of and defending Ships under Convoy.*

"(30) The Officers of all ships of His Majesty appointed for the Convoy and protection of any ships or vessels shall diligently perform their duty without delay according to their instructions in that behalf; and every officer who shall fail in his duty in this respect, and shall not defend the ships and goods under his Convoy, without deviation to any other objects, or shall refuse to fight in their defence if they are assailed, or shall cowardly abandon and expose the ships in his Convoy to hazard, or shall demand or exact any money or other reward from any merchant or master for conveying any ships or vessels entrusted to his care, or shall misuse the masters or mariners thereof, shall make such reparation in damages to the merchants, owners, and others as the Court of Admiralty may adjudge, and also shall be punished criminally according to the nature of his offence, by death or such other punishment as is hereinafter mentioned.

*"Masters of Merchant Vessels to obey Orders of Convoying Officer.*

"(31) Every master or other officer in command of any merchant or other vessel under the convoy of any ship of His Majesty shall obey the commanding officer thereof in all matters relating to the navigation or security of the Convoy, and shall take such precautions for avoiding the enemy as may be directed by such commanding officer; and if he shall fail to obey such directions, such commanding officer may compel obedience by force of arms, without being liable for any loss of life or of property that may result from his using such force."

And in section 46 of the Naval Prize Act, 1864, as follows :—

*"Punishment of Masters of Merchant Vessels under Convoy disobeying Orders or deserting Convoy.*

"If the master or other person having the command of any Ships of any of Her Majesty's subjects, under the Convoy of any of Her Majesty's Ships of War, wilfully disobeys any lawful signal, instruction or command of the Commander of the Convoy, or without leave deserts the Convoy, he shall be liable to be proceeded against in the High Court of Admiralty, at the Suit of Her Majesty in Her Office of Admiralty, and upon conviction to be fined, in the discretion of the Court, any sum not exceeding Five Hundred Pounds, and to suffer Imprisonment for such time, not exceeding One Year, as the Court may adjudge."

2-5. *Cancelled.*

(M. 40945/20.)

1045-1051. *Cancelled.*

(M. 40945/20.)

NOTE.—*Cancelled.*

(M. 40945/20.)

## CHAPTER XXXI.

## COMMISSIONING AND EQUIPMENT.

## SECTION I. FITTING-OUT AND REFITTING.

## ARTICLE 1052.

\* \* \* \* \*

2. **Gunnery Fittings.**—The fittings of the gun mountings are to be tested by firing the number of rounds prescribed.

For new construction, examinations similar to those carried out with reference to gun sights and mountings, are to be made of the turret rangefinders and mountings by the officers conducting the gun trials, in order to ensure that the operation of the rangefinder is satisfactory.

Immediately after the completion of the above trial, a report from the Captain of the gunnery school who carried out the trial is to be forwarded, through the Commander-in-Chief, to the Admiralty.

(G. 4621/21.)

\* \* \* \* \*

1053a. **Photographs** will be taken at the undermentioned Dockyards of all ships both contract-built and dockyard-built, including submarines, when completely fitted out and first commissioned.

2. For contract-built ships, the Commanding Officer of each new ship, when the ship after completion first reaches Portsmouth, Devonport, Chatham or Rosyth, will be responsible for requesting that the photographs be taken by a dockyard official.

3. Three photographs are to be taken, the broadside view, the view from forward and the view from aft.

4. For fighting ships, a photograph from the negative of the broadside view will be framed by the dockyard and furnished to the Commanding Officer of the ship for retention on board.

5. When the appearance of a vessel is so altered by modification to the upper works as to render new photographs desirable, the Commanding Officer of the ship, on the vessel's arrival at one of the dockyards mentioned in clause 2, is to request that further photographs be taken.

(C. Sec. S. 1864/20.)

## SECTION II. DRAWINGS, PLANS, &amp;c.

1066. **Return of Weights.**—Before leaving port, or when completely equipped, the Captain is to render to the Commander-in-Chief, for the Superintendent, the return, on Form D. 211, of the weights of everything on board and other particulars therein called for, including the actual weights, when possible, of the supplies for the use of officers and their messes; when it is not possible the weights are to be carefully estimated.

2. The Officers of the Dockyard will furnish the Captain on his application with copies of the Form D. 211, and any necessary information as to the weights of fittings, stores, &c., supplied to the ship.

(S. 9327/14.)

## CHAPTER XXXII.

## PRESERVATION, REPAIRS, AND DOCKING.

## SECTION I. PRESERVATION.

**1075. Quadrennial Survey of Battleships, Battle Cruisers, Cruisers and Light Cruisers.**—A survey, styled a "Quadrennial Survey," is to be held by dockyard officers after every alternate commission.

2. The nature and extent of the examination of the plates and frames is to be such as will admit of a report on Form S. 180 being rendered on its completion, and it should include :—

(a) In steel ships, the removal here and there of a small portion of the linings, &c., in order that a general opinion may be formed of the state and condition of the hull as well as the double bottom generally, especially under the boilers. Portions of the coal bunkers are to be cleared as necessary.

(b) In sheathed ships, the removal of portions of the metal sheathing to enable the condition of the caulking to be ascertained. Holes should be bored in a few places along the garboards as a means of detecting the presence of any water between the skins and a few sheathing bolts should be removed for examination.

(c) In all ships the survey of drain and suction pipes, sluice, drain, and non-return valves, watertight doors, &c., in addition to the survey of plates and frames.

3. Whenever a ship is undergoing a survey of hydraulic gun mounting machinery the same period is to be utilised for surveying as much of the hull as can be completed in that time, the remainder of the hull being surveyed whilst the following portion of the survey of the hydraulic gun mounting machinery is being dealt with.

4. In ships with only two turrets the survey of the hydraulic gun mounting machinery is confined to the four weeks' period allowed for the ordinary annual refit, and steps are to be taken to carry out the survey of the hull within the same period quadrennially.

5. The survey of the hull is to be completed if it is found necessary to extend the period required for survey of hydraulic gun mounting machinery.

6. In ships without hydraulic gun mounting machinery, it will be necessary to carry out the hull quadrennial survey within the four weeks allowed for the refit, if found practicable to do so; otherwise the survey is to be completed in a period not exceeding two annual refits.

7. The periodical examinations and certificates rendered on Form S. 180 by the ship's officers are to form the basis of the examinations by the dockyard staff.

8. The dockyard officers are to initiate a record of each survey so as to ensure that the whole structure is surveyed without overlapping. This record is to show completely the compartments and places surveyed and the work done on each occasion and is also to form a permanent record in the history of the ship.

9. When a ship goes into dockyard hands for large refit, a complete survey is to be made by the dockyard officers.

10. Any proposed variations in the period between the surveys, either to prolong or to curtail the same, are to be submitted to the Admiralty.

11. The painting of the structure of ships in commission after survey is to be carried out by naval ratings.

**12. Biennial Survey of Small Vessels with Plating of over  $\frac{1}{4}$ -inch (10 lb.) Thickness.**—A biennial survey is to be made of the hull generally similar in nature and extent to the quadrennial survey for battleships, &c.

**13. Annual Survey of Torpedo Boat Destroyers, Torpedo Boats, P. and P.C. Boats and other Small Vessels with Plating of  $\frac{1}{4}$ -inch Thickness and under.**—An annual survey is to be made of the hull generally similar in nature and extent to the biennial survey for small vessels with plating of over  $\frac{1}{4}$ -inch thickness.

14. **Special Examinations of Submarine Vessels** are to be carried out as may from time to time be approved. In addition to the foregoing general instructions, the following are to be observed in connection with the tanks mentioned :—

(a) **Battery Tanks.** (i) All battery tanks are to be examined once a year. This is to be done by lifting out the after row of cells in each battery space (if possible when the submarine refits) and more rows as necessary, depending upon the condition of the tank surfaces as revealed by the removal of successive rows of cells. The period between such examinations is not to be allowed to exceed one year.

(ii) The batteries are to be completely removed at least once every two years in order thoroughly to inspect the tank structure, protective coating, and the wooden gratings.

(b) Tanks that are constantly in use, viz., external main ballast tanks (including superstructure and free flooding tanks) and internal tanks used in diving operations (including W.R.T. tanks) are to be scraped and painted annually.

(c) The remaining tanks, i.e., those not included under (a) and (b), are to be surveyed every two years and scraped and painted as found necessary.

(S. 7270/20.)

(d) The quadrennial survey of oil fuel tanks may be spread over a period of four years. The engine and boiler room bilges adjacent to the tanks are to be examined also, and in the event of important defects being discovered in any such annual survey all the remaining tanks and adjacent bilges are to be examined in detail at the next survey.

(S/D. 3041/23.)

The work of scraping and painting tanks should be carried out by the Dockyards, assistance being given by Naval Ratings from Depot if available.

**1076. Hydraulic Gun Mounting Machinery, Periodical Survey.**—One month before the ship is due to arrive at the dockyard for annual refit such information is to be forwarded to the refitting dockyard as will enable the dockyard officers to form an estimate of the time and cost required for survey and refit of the hydraulic gun mounting machinery.

2. As soon as possible after, and within six days of, the ship's arrival at the dockyard, a short summary of the work proposed and an approximate estimate of the time and cost, are to be forwarded from the dockyard to the Admiralty for decision as to work to be proceeded with.

3. Before forwarding this summary and approximate estimate an inspection of the hydraulic gun mounting machinery is to be made by the dockyard officers in conjunction with ship's officers, the various machines being worked if considered necessary, and the estimate should provide for detailed examination and refit of such portions as are most in need of it. The amount of refit to be carried out will depend on the condition revealed by the detailed examination.

4. Whilst providing for the general efficiency of the whole of the gun mounting machinery, so much work is to be done each year that at the end of four years the machinery will have undergone in four stages a complete survey, and refit as necessary.

5. The opportunity afforded by a large retubing refit, or other special circumstances, should be utilised for dealing with those portions which require the most time for their examination and refit.

(S. 7270/20.)

6. The complete survey is to include the following :—

(a)\*Taking of clip clearances of all gun carriages and cradles. If these clip clearances show that wear is taking place and that lifting is necessary for examination of oilways and rubbing surfaces, the guns and carriages or cradles should be lifted from the worst turret for examination. Decision as to the lifting of other guns and cradles to depend on result of this examination.

(b) Withdrawal of trunnion pins and repair or renewal of worn bushes.

(c) Withdrawal of all gun keys.

(d) Examination of all the following gear, the working parts of which are to be completely stripped down :—

- (i) Recoil cylinders.
- (ii)\*Run in and out cylinders and bye-pass valves.
- (iii) Run out control valves.
- (iv) Elevating cylinders.
- (v) Depression control gear.
- (vi)\*Lift training shafts and examine training gear.
- (vii) Training and elevating buffers.
- (viii) All rollers, pins and roller paths of turrets and revolving towers and hoods.
- (ix) Trunk guide rollers.
- (x) Locking bolts.
- (xi)\*Gap pieces of roller paths to be removed.
- (xii)\*Main and gun loading hoist presses; certain presses only to be selected as a guide to condition of remainder.
- (xiii) Fairleads, sheaves and pins of main and gun loading hoists.
- (xiv) Safety catch gear of cages.
- (xv) Turntable clip plates.
- (xvi) Turbo generators.
- (xvii) Walking pipes.
- (xviii)\*Director firing receivers in connection with turret mountings.
- (xix)\*Air bottles to be annealed, cleaned and oil-tested.
- (xx)\*Turntable structure, also hull structure in vicinity.
- (xxi) Steel pressure pipes to be cleaned and oil tested.
- (xxii) \*Barrels of hydraulic pumps to be examined and gauged by micrometer for ovality and possible taper.
- (xxiii). All presses other than main and gun loading to be stripped and examined.

(G. 1152/22.)

(G. 4479/23.)

(G. 14592/23.)

(G. 15890/23.)

7. All defects known to exist in the hydraulic gun mounting machinery and which require to be remedied by dockyard labour are to be included in the defect list in the ordinary manner.

(S. 7270/20.)

8. A very thorough examination is to be made in ships passing into the Reserve.

9. In ships in full commission the work of opening out for survey and closing up after examination of all items except those marked \* in clause 6 is to be carried out by ship's staff unless defects are found on examination and made good by the dockyard when the reassembling is to be carried out by the dockyard staff.

The work of opening up, examining and closing items marked \* is to be carried out by the Dockyard.

Examinations required for the complete survey, yet not involving dockyard assistance, need not necessarily be carried out during a refit. As far as possible the time of refit should be reserved for the examinations marked \* in clause 6, and of such machinery as is thought to need repair. Similarly dockyard examinations need not necessarily all be done during one refit; it will probably be more convenient to undertake a proportion each year, which is more advantageous as giving a better indication of the general conditions of similar machinery or other gear throughout the ship.

(G. 10759/21.)

10. In ships in reserve the work which can be carried out by ship's staff will be dependent upon the number of ratings available, but every effort is to be made to reduce the work to be carried out by the dockyard to a minimum.

(S. 7270/20.)

11. If it is not considered possible for the ship's staff to carry out the whole of the work of examination and closing up, a report giving the reasons for requiring dockyard assistance, also a list of the work which it is proposed should be carried out wholly or partially by dockyard labour, is to accompany the estimate, for Admiralty decision.

12. The majority of the examinations mentioned in connection with the survey are included in the list of periodical examinations to be carried out by ship's staff referred to in Form S. 295 and the Manual for Power-Worked Mountings, and the information as to their condition, which is to be entered in Form S. 1151, Gun Mounting Register, should be of great assistance in arriving at an accurate estimate of the condition of the gun mounting machinery, and in reducing the amount of work necessary in connection with the opening out for examination, &c., at the periodical survey.

(G. 1152/22.)

13. If the periodical examination of certain details as laid down in the Manual for Power-Worked Mountings, and Forms S. 295 and S. 1151 becomes due during the period covered by the periodical survey, any examination carried out during the survey may be considered as covering that particular periodical examination.

14. The examinations of such details by the ship's staff at other intervals as laid down in the Manual for Power-Worked Mountings and Forms S. 295 and S. 1151 are still to be carried out.

#### General.

**1084. Opening up Confined Spaces.**—The following precautions are to be observed while men are engaged in cleaning and coating the double bottoms of a Steel Ship, and in every other confined space which men have to enter, including provision rooms and such compartments as potato lockers, situated below the upper deck :—

(a) When opening up a confined space no naked light is to be used inside the space or within 20 feet of the opening until it has been ascertained by means of a safety lamp that it does not contain explosive gases.

(N.L. 30131/19.)

\* \* \* \* \*

**3. Precautions against Metallic Poisoning.**—The following instructions and precautions are recommended to be observed by men working in double bottoms, store rooms, and confined spaces, where lead paint has been used and by men employed in red leading or exposed to special risk of metallic poisoning, in order to prevent the introduction of lead paint, &c., into the system from the skin or through food or through breathing dust :—

(a) Absolute cleanliness is necessary.

(i) Face and hands should be frequently washed with hot water and soap, nails scrubbed with nail brush, mouth rinsed with water, and a hot bath taken at least once a week.

(ii) Working suits should be worn while working and should be washed at least once a week.

(iii) No food of any description should be eaten where scaling or painting is going on.

(iv) Hands and lips should be washed before eating, nails scrubbed, &c.

(v) Teeth should be well scrubbed with a tooth brush at least twice daily.

(vi) A mask of clean muslin or bunting should be worn when working in an atmosphere containing lead dust, &c.

(b) A large wineglassful of orangeade should be taken daily by each man employed as above.

(c) Plenty of fat or oily food, such as milk, bacon, &c., should be taken by men so employed.

(d) No man should commence work on an empty stomach.

(e) Men who have had to handle red or white lead are to wash immediately afterwards, care being taken that they are supplied with soft soap, towels, hot water, and nail brushes.

(f) Attention is drawn to the necessity of all possible precautions being taken in all cases of exposure to the danger of lead or other metallic poisoning, whether by absorption through direct contact, or by inhaling dust or fumes, e.g., when working hot rivets through red lead, as well as when painting, scaling, &c.

(N. 10500/20.)



**1086. Capstans, &c.**—The Captain will take care that the capstans are turned round and that both capstan and spindle are properly oiled once a week; also, that the spindles and deck bushes of the capstans are examined in ships in commission, except as stated in clause 2, once every six months, and in harbour ships once in every twelve months, and, also, that when capstan bars are shipped they are invariably well secured and swiftered to prevent accidents.

2. In Submarines in which the driving shaft for the windlass or capstan passes through a stuffing box and gland on the pressure hull, these fittings, together with the portion of the shaft passing through them, are to be examined annually by the Dockyards concerned.

3. Great care is to be taken in the use of patent capstan compressors and controllers which are fitted to ships, and the directions for their use are to be strictly attended to.

(D. 12684/23.)

**1086a. Boats' slings, bridles and disengaging gear** of all ships should be landed for re-test at least once a year at the nearest dockyard or place where testing facilities exist, and at all times immediately after repairs have been effected by ship's artificers. Form S. 1231 (D. 786) is to be rendered in triplicate on each occasion in compliance with the instructions on this form.

2. The test load at the time of re-testing is to be stamped on the ring, or when the legs of double slings are tested separately, on the enlarged end link.

3. The testing of boats' slings should be included in the periodical pink defect lists.

(S. 3207/21.)

## SECTION II. REPAIRS, ALTERATIONS, AND ADDITIONS.

**1092. Lists of Defects** of ships (actual defects arising from wear and tear or accident) are to be forwarded direct to the mechanical training establishment, where such exists at the port concerned, and thence to the Superintendent or Senior Officer of the dockyard to which each ship is assigned for the purposes of repair, so as to arrive there one month before the date fixed for the arrival of the ship. Defects, the repair of which is considered absolutely necessary for the sea-going and fighting efficiency of the ship, are to be included in Form S. 340/D. 275 (pink paper), and those which it is specially desirable for other reasons to have repaired are to be shown on Form S. 340b/D. 275b. Only those defects which are beyond the capabilities or resources of the ship's staff, or repair ship, if one is attached to the squadron, are to be included in these forms. The object of this is to enable the dockyard officers to form a good idea of the extent of the work required, and of the approximate cost involved; also to enable any preliminary work that is possible in the absence of the ship to be put in hand.

1a. Lists of defects from a ship in Home Waters which does not belong to a fleet or squadron are to be sent direct to the mechanical training establishment, where such exists at the port concerned, and thence to the Superintendent of the dockyard to which the ship is attached, who will cause the defects to be examined and reported on, drawing the attention of the Commander-in-Chief to unreasonable defects, or to those apparently due to careless maintenance or neglect on the part of the officers of the ship.

The Commander-in-Chief will exercise his discretion as to forwarding any such unfavourable reports to the Admiralty.

(D. 28559/21.)

1b. Lists of supplementary defects of ships undergoing repair at the Dockyards are to be forwarded direct to the Superintendent of the Dockyard concerned. On receipt of the lists of supplementary defects in the Dockyard the items will be scrutinised by the Dockyard Officers and any items which the Superintendent considers are within the capacity of the mechanical training establishment will be forwarded to that establishment for remarks.

(D. 8336/23.)

\* \* \* \* \*

2a. If it should appear, on examination of the defects of a Ship by the Superintendent or his representative, that any of the important items contained in the list are not specifically described, or are unreasonable, the Superintendent will make

full report to the Commander-in-Chief, who, should he consider it desirable, will forward the report, with his remarks, to the Admiralty.

2b. Should the Superintendent or his representative consider that any items contained in the list of defects can be deferred or can be undertaken by the Ship's staff, such items are to be referred directly by telegraph to the Commander-in-Chief, Flag or Senior Officer of the Squadron concerned, for his concurrence or remarks.

(S. 13342/13.)

\* \* \* \* \*

3a. Whenever the defects of a ship are examined by the Commander-in-Chief, Superintendent or other representative, the Captain of the Ship is to accompany the Inspecting Officer round the Ship and explain all the important items of repair which cannot be done by ship's artificers.

(S. 13342/13.)

\* \* \* \* \*

5a. He is to inform himself, by reference to the "Record of Defects and Journal of Work" (see 1092a), whether all the items necessary are included in the list of defects presented for his signature, and that no existing defects have been concealed.

(S. 13342/13.)

\* \* \* \* \*

7a. The reason for the non-inclusion of items in the original defect list is, in all cases, to be stated in forwarding the Supplementary List.

(S. 13342/13.)

\* \* \* \* \*

9. Defects which can be made good by Ship.—Defects which can be made good by the ships' artificers either with the stores provided in her establishment or with the materials drawn from the dockyard for the purpose (or if away from a dockyard port, from any of the other vessels of the fleet), are not to be included in either of the lists.

9a. The following items of work should be generally dealt with by ships' artificers as they arise, although away from a dockyard :—

Minor repairs to steam and rowing boats, booms, guard rails and stanchions, ladders, side steps, rifle racks, bag racks, mess shelves, tables and stools, skylights, sashes, ports, lockers, cupboards, locks, keys, hooks, tallies, w.c.'s and urinals, pumps, fresh and salt water services, small repairs to ship's galley, valves and gearing, electric light and bell fittings and circuits.

Ordinary repairs and renewals of corticine.

Renewing rubber, &c., to watertight doors, hatches, scuttles, and manhole covers.

Caulking and repairing bridges and decks (when not extensive), letting down fastenings of decks.

Fitting wire ridge ropes and wire pendants to gun ports.

Maintenance of painted surfaces, polished surfaces, and cabin fittings, for which tools and materials are allowed and carried. (The painting of and the renovation of furniture in Admirals' and Captains' apartments, Officers' messes, and sick bay, should, however, be done by dockyard labour.)

Repairs to canvas and rigging furniture when repairable.

Adjustments of main and auxiliary engines.

Examinations of machinery and boilers.

Re-seating small and medium size valves.

Re-making ordinary steam and water-pipe joints.

Packing glands and repairs to pipe lagging.

Cleaning boilers. Renewals of zinc slabs in boilers, condensers, &c.

Minor repairs to furnace brickwork.

Renewals of boiler-tube ferrules.

Examination and refit of under-water fittings, boiler mountings, cylinder fittings, &c. Tests of boilers, condensers, and pipes by water pressure.

Small renewals of condenser tubes, tightening ferrules, &c. Overhaul and ordinary repairs of steam boats' machinery and the smaller auxiliary engines.

9b. The Executive officer will consult with the Captain as to the defects to be taken in hand, and be responsible to him that the artificer and artisan ratings employed under the Gunnery and Torpedo Officers, Boatswain and Carpenter, are given every facility for working at their trades with as little interruption as possible, and he will sign the weekly return for their Departments, adding explanatory remarks in cases where the return shows that this had not been done.

9c. The Engineer Officer will also consult with the Captain as to the defects to be taken in hand in his Department, being responsible that such defects are carried out as expeditiously and as efficiently as possible.

(C.N. 03550/12.)

9d. The Captain should pay particular attention to this point when examining the Return and should satisfy himself that the artificers have been kept to their trades as much as possible during the week. If necessary, the Captain will give orders for the artificers of one Department to assist in remedying the defects of another.

(S. 13342/14.)

9e. If the defects are beyond the capacity of an individual ship, either in the amount or the description of the stores carried, or the number of artificers borne, the Captain will send in a requisition for such assistance as he may require, both in men and material, to the Senior Officer, who will give the necessary orders for the work to be carried out, if possible, by the combined resources of the Fleet; or, should he find that the material required is not available in the Fleet, he will forward demands to the nearest Dockyard, in accordance with Art. 1092, stating the nature of the defects to be repaired and the stores required to complete them, and adding the date and place to which the stores should be sent and the means of conveyance proposed. The Senior Officer will be held responsible that only such materials or stores are demanded as are actually required for repairs, and that no alterations or additions are made in any of the Ships under his command without Admiralty sanction, and in accordance with Arts. 1069 and 1094.

10. **Stores to make good Defects.**—Demands for stores to make good defects may include, besides material (e.g., wood, steel plates, screws, bolts and nuts, &c.) complete manufactured articles such as are generally allowed by the sea-stores establishments, also certain complete articles not allowed by establishment, if required solely for the replacement of similar defective articles on board. A list of the articles which may not be demanded for making good defects, but which are invariably to be dealt with on defect lists, is given in the memorandum of instructions to naval store accounts (Form S. 117 E.). If the ship is at a dockyard when demands for making good defects are forwarded, the concurrence of the professional officers of the yard will be obtained before supply is made; otherwise the Commanding Officer will be wholly responsible for vouching as to the necessity for the supply. Commanding Officers are enjoined to exercise care not to demand, and dockyard Officers are required not to approve supply of complete manufactured articles to replace similar articles fitted in the ship, if the latter are repairable and the work of repair can be undertaken in the fleet, having regard to the facilities now existing in warships and in repair and depot ships for the repair of stores and fittings.

In demanding stores from a dockyard to make good defects, a brief statement as to the nature of the defects to be made good is to be given in the space at the foot of the Form S. 134d. The greatest care is to be exercised in bringing to account the arisings from work executed.

(C.N. 03550/12.)

1092a. **Record of Defects and Journal of Work.**—A combined journal of work and record of defects (Form S. 342) is to be kept by each Departmental Officer, and will contain:—

- (i) A journal of work performed by Artisan and Engineer ratings during each week;
- (ii) A record of all defects as they arise, or are discovered;
- (iii) An abstract from (ii) of such items as are dealt with by the ship's artificers;
- (iv) An abstract of items not included in (iii) forming the list of work to be done by the Dockyard.

2. The Captain is to inspect these records at least once a week, and is to see that the detailed instructions contained therein are duly complied with.

3. In Squadrons with a repair ship, the approval of the Flag Officer Commanding is to be obtained before defects are included in section (iv) of this record, in order that it may be judged whether the repair ship can undertake the work, or whether it is advisable to detach the Ship at once for dockyard repairs.

4. These Records of Defects are to be forwarded once a quarter to the Flagship, for inspection, and returned to the Ship immediately after examination; they are to be produced on the following occasions:—

(a) At annual or paying-off inspections;

(b) When the Ship is visited by the Superintendent of the Yard, for the purpose of inspecting defects;

(c) At any time called for by the Senior Officer of the Squadron.

5. When a list of defects is sent from one of H.M. Ships to a Dockyard, the Record of Defects (Form S. 342), is to accompany the defect list, with a view to its examination by the Admiral Superintendent or Deputy Superintendent of the Yard.

The Record of Defects will be returned to the Commanding Officer of the Ship concerned within three working days; but, whilst this Book is absent from the ship, small books with paper covers (which are supplied for the purpose) are to be used by the ship's Officers for making any necessary notes, which are to be transferred to the Book immediately on its return to the Ship.

(S. 13342/13.)

## ARTICLE 1093.

\* \* \* \* \*

2. **Competitive Tenders.**—On receiving the Report and Estimate, if the Commander-in-Chief or Senior Officer should consider it advisable, he will call for competitive tenders, Form S. 341, for the work from the private trade, furnishing the parties who are invited to tender with copies of the list of defects to be made good. He will thus, before submitting the case to the Admiralty, or giving his own directions upon it, have the advantage of comparing two independent estimates for the work, one from the ship or from His Majesty's Yard and one from the private trade.

All officers concerned are to exercise vigilance to ensure that the charges of the contracting firm are reasonable and as far as possible in accordance with prevailing local conditions.

3. Whenever it is proposed that the repair of Ships on Foreign Stations shall be undertaken by the private trade, provision is to be made in the specification for the supply to the contractor of all materials that can be possibly supplied by the ship or obtained from a Dockyard, if practicable and provided they can be supplied more cheaply by the Ship or Dockyard. The same course is to be followed with such of the under-mentioned articles as it may be necessary to renew, *i.e.*, when those on board cannot be repaired economically, *viz.* :—

Blocks, wood and iron, other than patent blocks.

Chain rigging.

Copper and naval brass sheathing with nails.

Copper and naval brass bolt-stays.

Dead-eyes.

Gun-metal cocks and valves.

Gun-metal companion hinges.

Locks, brass and iron.

Shivers for blocks, brass and lignum-vitæ.

Canvas.

The supplies are to be made without charge to the Contractors, the quantities required being previously estimated by the Surveying Officers.

All officers concerned are to exercise vigilance with a view to guarding against the misappropriation of Government stores.

\* \* \* \* \*

7. **Arisings.**—It should be stipulated also in the specification that all old copper, metal, lead and other arisings from repairs shall remain the property of the

Admiralty. All these arisings are to be carefully collected and taken on charge in the Ship's Store Accounts.

A statement is to be attached to Form S. 341 giving details of such arisings as may have occurred in connection with each defect and the disposal, or proposed future disposal, of such arisings, the statement to be signed by the Accounting Officer concerned and approved by the Commanding Officer. When the repairs are executed under the superintendence of a resident or visiting Dockyard Overseer, he is to see that the arisings are carefully collected and that the list is duly prepared.

The arisings should be sold locally if a fair and reasonable price is quoted and Admiralty approval obtained.

A further statement is to be inserted on the front page of Form S. 341, signed by the professional officers concerned and the Commanding Officer of the ship, that the work contracted for has been satisfactorily carried out.

(N.L. 12740/12.)

\* \* \* \* \*

**1094. Alterations and Additions.**—In a new ship, any alterations and additions which experience suggests as being desirable are to be reported by letter, through the respective Commanders-in-Chief, to the Admiralty six months after the date of first commissioning. In all other ships, any proposed alterations and additions are to be submitted annually three months previous to the dates fixed for the arrival of the ships at their refitting ports.

To avoid waste of time, both at the Admiralty and the dockyards, in considering proposals which are not necessary, having regard to the age and fighting value of the ship, care is to be taken in ships that have completed one or more commissions that the lists of such proposed alterations and additions are confined to items necessary for sea-going and fighting efficiency and the health and comfort of the officers and ship's company.

2. Lists of proposed alterations and additions are not to be made on Forms S. 340 and S. 340b, but are to be prepared in letter form, and are to show the various items grouped in separate self-contained lists, as follows:—

- (a) Hull.
- (b) Machinery.
- (c) Gunnery.
- (d) Torpedo.
- (e) Electrical.
- (f) Communications.
- (g) General.

The lists are to be enclosed in one cover, the items throughout being numbered consecutively, cross references being given for items that occur in more than one of the lists. In submitting subsequent proposals the consecutive numbering is to be continued, commencing with the next number to the last one on the immediately preceding list.

Any proposals which have been previously submitted are to be shown separately from new proposals, the date of the former proposals and the number of the item in original submission being also quoted.

3. The Commander-in-Chief, on receiving any proposals for alterations, is to scrutinise them to ascertain if they are necessary for the class of ship, and to eliminate all those he considers need not be made. The proposals are then to be forwarded to the Admiralty for consideration, after which the Superintendent of the Dockyard will be called upon to submit a detailed estimate for such items as may be considered necessary or desirable, and after these estimates have been considered, the final Admiralty decision will in each case be forwarded to the Commander-in-Chief of the fleet or port, as well as to the Superintendent of the Dockyard.

4. The following procedure is to be observed in forwarding proposals for alterations and additions:—

- (a) One copy of the list of alterations and additions is to be forwarded to the Admiralty typed in hektograph ink.
- (b) A carbon copy of the list is at the same time to be forwarded to the Superintendent of the Dockyard at which the vessel will come in hand.
- (c) The hektograph copy is to be forwarded so as to reach the Admiralty as directed in clause 1 for a new ship, and for other ships, three months before

the date of the ship being taken in hand, when known, or nine months from the date of completion of the previous refit, whichever date should be the earlier.

5. Alterations and additions proposed by telegram by the Captain, after the ship has arrived at a dockyard, cannot be carried out owing to insufficient time being given for due consideration of, and for improving such proposals, and for the reason that considerable delay would be caused after the ship's arrival before the work could be commenced.

6. If possible, the Captain is to accompany the proper dockyard officer when he comes on board to examine and report upon proposed alterations or additions.

7. Form D. 275a for dealing with proposals for alterations and additions is to be used by the dockyard officers only.

8. In forwarding proposals for alterations and additions, it should be stated whether it is proposed that the work involved shall be carried out by the ships' artificers and in such cases a demand on Form S. 134d for such materials as are required should be prepared and forwarded to the dockyard, a note being placed on such demands that the materials are for effecting an alteration or addition submitted to the Admiralty, and will be required immediately Admiralty approval has been given for carrying out the work.

9. No alteration or addition is to be taken in hand by ships' artificers without Admiralty approval, or by the dockyard until the estimate for the work has been approved by the Admiralty and specific instructions given for the work to proceed.

10. Arisings from alterations and additions carried out by ships' artificers are to be dealt with as directed in clause 9 of Art. 1092.

11. Where modifications in fittings, &c., have been made, steps are always to be taken to ensure that consequential alterations are made in special or other stores and spare gear carried on board or kept in reserve or on deposit in the yards, and that proposals are forwarded for the utilisation or disposal of any special stores or spare gear no longer suitable for the ships for which provided. Where the modifications are carried out by the ships, the necessary information is to be furnished to the yard by the ships' officers. Where carried out by the dockyards, the matter is to be dealt with by the yard and ships' officers in conjunction.

12. On the completion of a large refit, a report is to be furnished showing what alterations in stores and spare gear are necessary, and what action has been taken to effect such alterations.

13. Lists of any outstanding alterations and additions which have been approved but not yet carried out are to be forwarded to the dockyards so as to arrive there not less than two and a half months before the date fixed for the arrival of the ship.

14. Except from H.M. ships serving on distant stations, lists of outstanding "approved" and "deferred" alterations and additions are not to be forwarded to the Admiralty when lists of such alterations and additions are sent to the dockyards. These lists will be forwarded to the Admiralty by the Superintendents of the dockyards concerned.

15. When reporting the items of alterations and additions to H.M. ships which it is considered could be deferred without affecting their fighting efficiency or the health and comfort of the officers and ship's company, the descriptions of the alterations in question are to be given as well as the numbers of the items.

16. The lists of outstanding "approved," "deferred," and "proposed" alterations and additions forwarded by the dockyards on Forms D. 275c are only to be sent prior to (a) the annual refit, or (b) the ship being in hand for three weeks or longer.

17. A list of the items of alterations and additions that are to be taken in hand during the refit will be supplied to the Captain by the dockyard before the ship is due to come in hand.

(C. Sec. S. 2193/20.)

(D. 5189/23.)

18. Cancelled.

**19. Amendment of Fixture Lists.**—A return on Form S. 197 (D. 526, 1 sheet) is to be furnished in duplicate half-yearly on 1st January and 1st July, by the Commanding Officers of His Majesty's ships to the Superintendents of the dockyard to which the ships are attached, showing the amendments required to the various fixture lists, due to alterations carried out by the ships' artificers. If no alterations have been made, a "nil" return is to be rendered.

(C. Sec. S. 2193/20.)

**1104a.—Responsibility for moving H.M. Ships through Locks and Basins.**—When H.M. Ships or vessels propose to come alongside jetties, enter locks or docks or pass through basins in one of H.M. Dockyards, the responsibility for the arrangements for receiving them rests with the dockyard officers. The dockyard officers are to notify the Commanding Officer of any special precautions which may be necessary and of the order in which hawsers and guys will be secured. For the movement of the ship responsibility of the Dockyard begins when hawsers or guys are secured.

2. When H.M. Ships or vessels propose to leave dock, lock or jetty in one of H.M. Dockyards the dockyard officers are responsible for the methods to be followed and for all arrangements until the last hawser or guy is slipped, but the ship's officers are to co-operate with them as may be necessary. When the employment of a tug is necessary the vessel remains in dockyard charge until she is straight on her course, when the responsibility devolves on the ship's officers. The dockyard officers are to notify the Commanding Officer of the method which they propose to follow, of the order in which hawsers and guys will be slipped and of any special precautions which may be necessary and are to obtain his concurrence in the arrangement. If the Commanding Officer does not agree in the proposed arrangements, the dockyard officers are to obtain the decision of the Admiral Superintendent.

3. If dockyard officers consider it to be undesirable to move or sail a vessel on account of wind, weather, fog, tide or for any other reason they are so to inform the Commanding Officer, but if he still wishes the movement to take place and offers to accept the responsibility, the matter should be referred by the dockyard officers to the Admiral Superintendent for decision.

(N.L. 4073/23.)

## CHAPTER XXXIII.

### PAYING OFF.

**1121. Readiness for Inspection.**—The Captain of a ship ordered to be paid off into dockyard control is to report to the Superintendent of the Dockyard and also inform the Captain of the Dockyard when the ship will be ready for inspection by the proper officers, to ascertain that her holds, magazines, store rooms, &c., are perfectly clear and clean, and engines and boilers in good order.

The ship having been examined by the Dockyard Officers prior to paying off, the magazines, shell rooms, bomb rooms, and submerged flats, &c., are to be locked and all keys that have been kept on the magazine key board delivered to the Captain of the Dockyard. A detailed list, signed by the Commanding Officer of the ship paying off, is to accompany the keys on their surrender to the Captain of the Dockyard, who is required to sign in the magazine log for the receipt of the keys.

Captains of ships ordered to pay off, and to re-commission with nucleus crew or reduced nucleus crew, will make this report to the Rear-Admiral in the Home Fleets at the port concerned.

(G. 01817/18.)

**1122. Chart Folios and Accompanying Books.**—On a ship paying off and immediately recommissioning, the chart folios (if not time-expired), together with accompanying books, &c., should be retained for the next commission. On a ship paying off and not recommissioning, all chart folios, &c., are to be sent to the nearest Chart and Chronometer Depot for re-issue.

(H./22.)

**1124. Prevention of Misappropriation of Stores.**—While paying off the Captain will take care that more than ordinary precautions are observed to prevent speculation or any unauthorised appropriation or disposal of stores, whether on charge or not; additional sentries are to be posted at different parts of the ship, and the

regulating ratings are to be kept on the alert to see that nothing is surreptitiously issued out of the ship. The Officers of the Watches, during the night especially, are not to allow boats to hover about the ship nor to remain alongside without the Captains' sanction.

(N. 2168/19.)

1125. Cancelled.

(N. 29910/19.)

1127. Men recommended as Riggers, if they receive a notification of their appointment while on long leave, are to join the dockyard direct from leave, and information is to be given to the ship in which they are borne, in order that they may be discharged from her books, and their pay tickets forwarded to the accountant-General.

(N. 8459/22.)

1129. Disposal of Officers and Crew on paying off.—On the day of paying off, unless orders are received to the contrary, the officers and crew are to be discharged as follows :—

# Officers.

(a) To full pay leave if entitled thereto; otherwise to the shore	-	-	-	All officers of and above the rank of Captain.
(b) To the depôt elected by them for full pay leave, if entitled thereto, and for unemployed pay at the full pay rate (not to join)	-	-	-	All officers of and below the rank of Commander not specified in (c)-(h) below.
				Officers on the supplementary list.
				Sub-Lieutenants of all Branches.
				Mates.
				Mates (E.).
				Subordinate officers.
(c) To their general depôts	-	-	-	Warrant officers and above, except as specified in (d), (e) and (f), (Boatswains (P. & R.T.) to be under the orders of the Superintendent of the Physical Training School, Portsmouth).
				Officers of the Schoolmaster Branch, R.N.
(d) To their gunnery schools	-	-	-	Gunners and above
(e) To their torpedo schools	-	-	-	Warrant Ordnance officers and above.
				Torpedo warrant officers and above.
				Warrant Electricians and above.
(f) To their signal schools	-	-	-	Mates, W/T.
				Signal Boatswains and above.
				Warrant Telegraphists and above.
(g) To their hospitals	-	-	-	Warrant Wardmasters.
(h) To their divisional headquarters	-	-	-	All Royal Marine officers.

# Ratings.

(j) To the shore	-	-	-	Non - continuous service Officers' Stewards and Cooks except those referred to in (k).
				Other non-continuous service ratings not accepted for fresh entry.
				Continuous service ratings not referred to in (l)-(r).
(k) To their general depôts	-	-	-	Non - continuous service Officers' Stewards and Cooks entitled to full pay leave or who desire and are eligible to be borne on depôt books under Art. 358.
				Other non-continuous service ratings who are accepted for fresh entry.



- |  |   |   |  |
|--|---|---|--|
| (l) To their gunnery schools   | - | - | Acting Seaman Gunners and men recommended for Seaman Gunner, Ordnance Artificers and Armourers, other than Submarine ratings ( <i>vide</i> (r)) and ratings of the Chatham port division who are to be discharged direct to their general depôt. |
| (m) To their torpedo schools   | - | - | Torpedo ratings above Seaman Torpedo Man and Electrical Artificer ratings, other than Submarine ratings ( <i>vide</i> (r)) and ratings of the Chatham port division who are to be discharged direct to their general depôt.                      |
| (n) To their signal schools  | - | - | Chief Yeomen and Yeomen of Signals, and C.P.O. and P.O. Telegraphists other than submarine ratings ( <i>vide</i> (r)).   |
| (o) To their mechanical training establishments through general depôts | - | - | All Artificer and Artisan ratings, except Electrical and Ordnance Artificers, Armourers, Coopers and Submarine ratings ( <i>vide</i> (l), (m) and (r)).  |
| (p) To their divisional headquarters                                   | - | - | Royal Marines.   |
| (q) To their hospitals   | - | - | Sick Berth ratings.  |
| (r) To submarine depôt   | - | - | All submarine ratings.   |

NOTE.—(i) For the period of closing accounts as provided by Article 1397, officers and men are to be borne on the books of the general depôt at the port of paying off. On the termination thereof they are to be discharged as shown above.

(ii) In discharging officers, petty officers and men, care is to be taken to prepare a separate transfer list or Form S. 45, &c., for each individual.

(N. 16565/21 and N. 6048/21.)

\* \* \* \* \*

**1130. Leave Tickets.**—All men and boys (except marines) who are entitled to leave (Article 872) and who belong to the port at which the ship pays off, on being paid their wages, are to be furnished with leave tickets showing the extent of leave granted, the date at which it will expire, and the port and ship to which they are ordered to return. To guard against mistakes, the lists containing these particulars are to be read out to the men, and the Divisional Officers are also to see that the tickets correspond with the lists. When leave terminates on a Sunday, an extra day will be granted. See 877 (*Leave Tickets*).

2. Ratings paying off at ports other than those to which they may belong are to be sent at Government expense to their respective ports, unless it should be equally convenient to the Service to grant them permission to proceed at once on leave at their own expense from the port at which they pay off. Ratings so sent to their depôt are to be paid their advances of pay and leave allowance (Article 1617, clause 2) by the Accountant Officer of the paying off ship, but the leave tickets are to be issued by the depôt after their arrival thereat. In all cases they are to return to their own depôt at the expiration of their leave unless otherwise ordered. Men not entitled to leave are to be sent to their respective depôts at Government expense.

3. Leave due to marines on paying off will be granted from their respective Divisional Headquarters, where they will be paid their leave advances (Articles 1148, 1607 and 1617).

(N.P. II./75/23.)

## CHAPTER XXXIV.

## ROYAL MARINES.

## SECTION I. GENERAL.

**1135. Command.**—The officers and non-commissioned officers shall command each other and the buglers, gunners, and privates, agreeably to their respective ranks, and to the custom of the Marine Service, in all matters relating to their distinct duties as marines.

2. In any duty which they are ordered by their superior naval officer to carry out in conjunction with naval officers and men, they are to take command according to their relative rank unless, owing to the particular nature of the duty, the superior naval officer should think fit to direct otherwise. Whenever it is found necessary to make use of this proviso the facts are to be reported to the Admiralty. For the purpose of this Regulation a Commander, R.N., is to be considered of superior relative rank to a Major.

3. A non-commissioned officer, Royal Marines, reduced to lower rank, is to take rank and precedence in the lower rank from the date of the court-martial or warrant by which he was reduced, or, if serving on shore, from the date of the signing of the original sentence of the court-martial, or, if summarily reduced for misconduct or inefficiency, from the date approved in the order.

4. In all matters whatsoever they are to be under the command of the Captain and of the Executive Officer of the ship in which they may be, and of the Officer of the Watch for the time being, whatsoever may be his rank.

(N. 14143/20.)

5. *Cancelled.*

6. **Brevet ranks** granted for distinguished or meritorious service or on appointment as Aide-de-Camp to His Majesty the King do not give precedence to Officers of the Royal Marine Artillery and of the Royal Marine Light Infantry when employed together on corps duties afloat or ashore.

(C.W. 2763/21.)

7. **Relative Rank with Army.**—When serving with officers of the Army on military duties the relative rank and precedence of officers of the Royal Marines is not affected by the above regulation, but will be as laid down by the King's Regulations and Orders for the Army.

8. **Brevet Rank generally.**—An officer, Royal Marines, holding brevet rank, is entitled to the same consideration as an officer holding the corresponding substantive rank in the corps, subject to the provisions of clause 1 of this Article.

(N. 14443/20.)

**1136. Authority Afloat.**—The officers and warrant officers of the Royal Marines are to be treated on board with the respect due to the commissions and warrants which they hold, and the non-commissioned officers are to be treated according to their respective stations; and any disobedience of their lawful commands, or any insult or injury to their persons, shall be dealt with as if such offences were committed against officers, warrant officers, or petty officers of the Navy of corresponding ranks.

(N. 16034/21.)

**1137. *Cancelled.***

(C.W. 2763/21.)

**1138a. Royal Marine Gunners.**—Chief Royal Marine Gunners and Royal Marine Gunners are eligible for special promotion for war or distinguished service under conditions similar to those laid down in Article 299 for the special promotion of Commissioned Warrant Officers and Warrant Officers, R.N.

Chief Royal Marine Gunners are also eligible for promotion to combatant commissions under the conditions specified in Appendix X., Part VI.B.

**1139. *Cancelled.***

(N. 16034/21.)

**1140. Promotion while embarked.**—The Adjutant-General will notify promotions of marines serving on board His Majesty's ships by printed letter to the Captain

of the ship in which the marine is serving, and if the man's conduct has been such as to make him unworthy of advancement, the Captain is to inform the Adjutant-General accordingly, in order that the promotion may be cancelled.

(C.W. 7931/14.)

**1141. Vacancies for N.C.O.s Abroad.**—Vacancies for Non-Commissioned Officers in ships abroad may be filled up by the respective Captains advancing marines to act in the vacancies, when there are no disposable supernumeraries on the station of the rank required; but the advancement of a non-commissioned officer to higher rank by the Adjutant-General does not thereby create a vacancy in the complement while he remains in the ship.

2. A Corporal appointed in these circumstances to fill temporarily the vacancy of a Sergeant, or a Private or Gunner, that of a Corporal, will receive the pay and wear the chevrons of the rank in which he is temporarily acting, so long as he occupies the position.

(C.W. 7931/14.)

**3. Qualifying Service for Acting Rank.**—No Gunner or Private is eligible for Acting Corporal unless he has already served six months afloat, except in very special circumstances, which are to be reported to the Commander-in-Chief.

4. The names of those who efficiently discharge the duties of their acting non-commissioned rank and are considered to be deserving of advancement, are to be noted in quarterly returns to their divisions in the columns set apart for that purpose, with a view to their promotion, if qualified, as vacancies occur.

(N. 16034/21.)

**1146. Register Number and Division.**—In all ship's books, returns, reports, warrants, and correspondence relative to Royal Marines, the register numbers of the men, with the letters indicating the division to which they belong, are to be stated, thus:—

No.	<u>Ch.</u>	Sergeant.	_____
	1500		
No.	<u>Po.</u>	Corporal.	_____
	2000		
No.	<u>Ply.</u>	Marine.	_____
	2500		
No.	<u>R.M.B.</u>	Musician.	_____
	3000		

(N. 5475/23.)

#### ARTICLE 1147.

\* \* \* \* \*

2. In filling up the form, the notations appearing thereon are to agree in all respects with those on the service certificates, and when no alteration in badges or class has taken place, the word "nil" is always to be inserted in the proper columns; also when a marine has been recommended for the long service and good conduct medal and gratuity, the fact is to be noted on the form, with the name of the officer recommending.

(N. 16034/21.)

\* \* \* \* \*

4. The following parts of these returns, viz., notations of character, of recommendations for medal and gratuity, of ability, and of alterations in badge or class, should be filled in by the staff of the ship's office. See 1186 (Service Certificate).

5. To assist Commandants of Royal Marine divisions in the selection of suitable non-commissioned officers and men for promotion to higher rank, the information required regarding—

(a) all non-commissioned officers and  
(b) Gunners and Privates who are candidates for promotion—(see the back of the quarterly return—Form S.365) is to be carefully inserted whenever the return is rendered.

**1148. Leave—General.**

(a) All leave to be subject to the exigencies of the Service.

(b) The leave year commences from :—

(i) date of appointment, where the appointment has lasted for less than a year, or

(ii) the anniversary of the date of appointment in other cases.

(M. /22)

(c) No arrears of leave other than foreign service leave and re-engaging leave may be taken after leaving ships or other naval establishments, except by special authority of the Adjutant-General, Royal Marines.

(M./N.P.IV./1633/21.)

(d) Men about to be discharged, time-expired, are not to be given leave extending beyond the date they are due for discharge, other than foreign service leave due under this Article. Men discharged free or by purchase are to be granted any foreign service leave due to them before discharge, but no other leave is to be granted. Men about to be discharged "Services No Longer Required," or dismissed from His Majesty's Service, are not to be given any leave before discharge. Men who are invalided before they have taken arrears of leave are not eligible for leave beyond the date of survey for invaliding, other than as provided in Article 1428, clause 5.

(N. 2682/23.)

(e) Applications for leave of absence are to be made through the marine officer or non-commissioned officer in charge of the detachment; should he object to any particular marine or marines being permitted to go on leave owing to inattention to duty, due attention is to be paid to such objection by the Captain of the Ship.

**2. Officers :—**

(a) Colonels Commandant and officers commanding Royal Marines may grant themselves leave up to 6 days, any such leave extending beyond 48 hours to be reported to the Adjutant-General, Royal Marines. They may grant leave to officers under their command up to 6 days.

(M./N.P. IV./1633/21.)

(b) *On disembarkation from Foreign Service.*—

(i) Fifteen days' leave is allowed for each completed period of 6 months' foreign service.

(ii) Leave for periods of less than 6 months to be reckoned at 2 days for each completed month's service.

Subject to the general provisions of Article 1398, foreign service leave is to be taken at headquarters. An officer may revert to foreign service leave, however, if he receives a temporary appointment (not exceeding 91 days) before such leave has been completed.

A Royal Marine officer will normally be allowed the balance of leave due for the current leave year (if any) on vacating a home appointment. The date of commencing leave to be previously approved by the Adjutant-General, Royal Marines, so as to ensure that officers paying off ships, &c., do not proceed on leave direct from ships before they have handed over their detachments at headquarters.

(c) *Home Service at Royal Marine Establishments.*

(i) 21 days for each completed period of 6 months.

(ii) 3 days for each completed month for periods of service of less than 6 months.

(M. 1715/23.)

**3. Non-Commissioned Officers and Men :—**

(a) *Drafting Leave.—Before Departure for Foreign Service.*—As laid down in Article 11, Drafting Regulations.

(b) *On Disembarkation from Foreign Service.*—Seven days' leave is allowed for each completed period of six months' service. Leave for periods of less than six months to be reckoned at one day for each complete month's service.

(c) *Annual.*—At *R.M. Establishments.*—Twenty-eight days' leave is allowed per annum to include leave at Easter and Christmas. Annual leave to recruits to be granted at Christmas, if practicable, or at such other times as will not interfere with training. Long week-ends not to be granted owing to interference with training. This 28 days' leave is to include the short leave up to 6 days now granted at present.

(d) *Short Leave.*—Week-end leave may be granted from p.m., Saturday to reveille, Monday, at Commandant's discretion, subject to training not being interfered with. As a general rule recruits under 20 years of age are not to be allowed all night leave (except when granted week-end leave), but Commandants may make exceptions if considered desirable where such men live in the locality.

(e) *Re-engaging Leave.*—Non-commissioned officers and men re-engaging to complete time for pension will be granted 14 days' leave. If men disembark after re-engaging without having been granted this leave owing to the exigencies of the Service, it may be granted at headquarters, if taken within three months of disembarkation.

(f) *Pension Leave.*—Twenty-eight days prior to date of discharge to pension may be granted to seek civil employment. Annual or Foreign Service Leave due may be granted in addition provided it does not necessitate a man being retained after the date he is due for discharge.

After the official date of the termination of the War, the following scale will be substituted :—

(i) Fourteen days' pension leave within last three months of service.

(ii) Additional leave from estimated date of commencing pension until final discharge.

(g) *General Holidays.*—The following days are to be observed as far as possible as general holidays :—

The date set apart for the celebration of the birth of the Sovereign.

First Monday in August.

Whit Monday.

#### 4. R.N. School of Music :—

(a) *Officers, Non-commissioned Officers and Musicians.*—Leave to be granted under the rules for other Royal Marine establishments.

(b) *Band Boys.*—Long leave to be granted to Band Boys twice a year, viz., three weeks at Midsummer, and two weeks at Christmas, as allowed to Boys of the Training Service. Leave to be arranged so as not to disorganise training; the Boys being sent on leave in batches as necessary.

*Short Leave.*—To be granted at the Superintendent's discretion to Boys whose parents reside in the vicinity of the school, and only on special application in writing on each occasion. Only in very rare cases will short leave be granted to Boys who live at such distance from the school as to necessitate a train journey to reach home. Band Boys will not be granted all night leave (other than week-end leave).

(M. 31586/21.)

5. *Illness on Leave.*—The Regulations applicable to Marines taken ill whilst on leave are as given in Article 1331r for naval ratings.

(N. 8459/22.)

1149. *Beards and Moustaches.*—Officers and men of the Royal Marines ashore or afloat may wear their beards and moustaches, moustaches only, or be entirely clean shaven, as each may elect. If the moustache is grown no part of the upper lip is to be shaven.

(N.L. II./61487/16.)

1152. *Cancelled.*

(N. 16034/21.)

1153. *Examinations for Promotion Afloat.*—Candidates for promotion, serving afloat who have already passed one or more of the practical parts of the promotion examinations, may at their own request be examined in one or more of the written parts on board sea-going ships under the superintendence of a Royal Marine officer. On their names being noted at the Royal Marine

headquarters, the next board of examination will prepare the necessary examination papers, which are not to be identical with those set to headquarter candidates. The papers are to be then forwarded, under seal, by the Commandant to the commanding Officer of the ship in which the candidate is serving. These papers are to be accompanied by instructions as to the length of time to be allowed for writing the answers, and a certificate to be signed by the candidate that the work is all his own, and that he has received no assistance of any kind in answering.

The officer who superintends the examination is to certify as to the time allowed and the absence of any assistance. He is then to seal up the answers and certificates for transmission to headquarters.

2. The next board of examination which sits after receipt of the worked papers will examine and mark the answers and report thereon as if the candidate had been examined under their own supervision.

3. If in a port where a Royal Marine headquarters is situated, facilities should be afforded, where practicable, for men to attend such headquarters for these examinations.

(N. 8524/21.)

## SECTION II. INSTRUCTION AND TRAINING.

**1154a. Sub-Lieutenants selected for transfer** to the Royal Marines will, when qualified as laid down in Article 322, undergo 18 months' instruction in Military subjects, 9 months of this time being spent at the Royal Marine Depôt, Deal, and 9 months at a Royal Marine Division. On transfer the officers will be granted the rank of Probationary Lieutenant, Royal Marines, with seniority as from date of promotion to Sub-Lieutenant, R.N. \_\_\_\_\_

2. On the conclusion of his instruction in Military subjects the officer will be examined as laid down in paragraph 6 of Section I, Part VI A, Appendix X, and will then be embarked in a ship for six months as Subaltern of a Royal Marine detachment. If satisfactorily reported on at the end of six months he will be confirmed in the rank of Lieutenant, Royal Marines, with his original seniority. When there are two or more officers with seniority of the same date as Sub-Lieutenants their relative seniority among themselves as Lieutenants \_\_\_\_\_ will depend upon the number of marks obtained in the examinations for Lieutenant, R.N., and at the conclusion of the Theoretical Military Course at the Depôt, R.M., Deal.

**3. Direct Entry.**—Officers of the Royal Marines who enter direct by examination will be appointed Probationary Second Lieutenants \_\_\_\_\_ and will be required to join the Depôt, R.M., Deal, on the 1st September following the examination, from which date their appointments will take effect. They will be required to undergo the courses and pass the examinations laid down in Appendix X, Part VI A, Section I.

4. The rank of these officers will be as follows:—

On entry—

Probationary 2nd Lieutenant \_\_\_\_\_

On passing the examinations laid down in Appendix X, Part VI A, Section I—

Probationary Lieutenant \_\_\_\_\_

On completion of six months afloat—

Lieutenant \_\_\_\_\_

5. Officers, Royal Marines, \_\_\_\_\_ will pass the Military examinations laid down for the various ranks, and before promotion to Lieutenant-Colonel or Colonel an officer will be required to pass the Army Senior Officers Course.

6. The pay of Royal Marine Officers is given in Appendix I, Section II.

**7. Failure to pass Examinations**—Probationary Officers who fail to pass examinations in courses "A," "B," "C," "E," "F" and "G" referred to in Appendix X, Part VI A, Section I, Para. 1, and who may be allowed a further trial,

will lose one month's seniority for each failure in each subject, their ultimate seniority in their batch being decided as follows :—

(a) If one Probationary Officer only in a batch fails during his courses of instruction, his ultimate seniority to be at the bottom of the batch irrespective of the number of marks obtained.

(b) If two or more Probationary Officers fail during their courses of instruction their ultimate seniority at the bottom of the batch among themselves to be decided on the number of marks obtained during their courses.

(C.W. 6205/23.)

8. *Cancelled.*

**1154b. Warrant Officers.**—Applications for promotion of non-commissioned officers to positions carrying warrant rank are to be made to the Adjutant-General.

2. Candidates for Sergeant-Major must have served two years at sea as Sergeant or Colour-Sergeant, and have been employed at least three years as a Senior Instructor; those for Bandmasters, R.M. Band, must have served four years at sea as Bandmaster 2nd class or 1st class; those for Superintending Clerk must either (i) have at least five years' experience in a Divisional Office, or (ii) have held appointment as Staff Clerk for one year or Second Clerk in a divisional office for three years, and all candidates must—

- (a) be recommended by Commanding Officer,
- (b) be in possession of 1st Class Certificate of education,
- (c) have passed examination for warrant officer,
- (d) be medically fit.

(C.W. 20440/20.)

**1154c. Commissioned Officers from Warrant Rank.**—Warrant officers, Royal Marines, may be promoted to commissioned officer from warrant rank under conditions applicable to naval warrant officers, except that the condition of sea time will be waived for Sergeants-Major and Superintending Clerks.

(C.W. 20440/20.)

**1154d. Promotion to Commissioned Rank.**—Commissioned Sergeants-Major and Commissioned Superintending Clerks are eligible for promotion to Lieutenant (Quartermaster), Royal Marines, in vacancies.

2. Commissioned Bandmasters, Royal Marine Band, are eligible for promotion to commissioned rank in vacancies at the Royal Naval School of Music, Eastney.

3. Commissioned Royal Marine Gunners are eligible for promotion to commissioned rank in accordance with the special Regulations laid down for this branch.

(C.W. 20440/20.)

**1154e. Schoolmasters, R.M.**—Warrant rank is assigned to Probationary Schoolmasters and Schoolmasters.

2. Schoolmasters will be advanced to commissioned officer from warrant rank on appointment as Headmaster.

3. Headmasters will be advanced to commissioned rank on appointment as Chief Schoolmaster.

(C.W. 20440/20.)

ARTICLE 1156.

\* \* \* \* \*

6. The remainder of the monthly landings and weekly drills on board should be devoted to keeping the men efficient in their weapons, viz., rifle, bayonet, Lewis gun and rifle grenade, and in training the platoons to act collectively as a unit. Simple tactical exercises, with and without troops, should also be carried out for instruction of junior officers and non-commissioned officers. Opportunity should be taken to land the Lewis gun sections to exercise officers and men in the tactical handling of the gun.

A short time during each drill and exercise should be devoted to ceremonial drill, with a view to the maintenance of discipline and smartness.

(N. 22604/20.)

\* \* \* \* \*

9. When Royal Marine Artillery detachments are borne, opportunity is to be taken to train them in land gunnery; when detachments are landed for drill, &c., the Royal Marine Artillery should be practised in such duties as are likely to fall to artillery in support of infantry, and every opportunity is to be taken ashore and afloat, to exercise the various specialists in their duties.

10. **Field Training.**—(a) Whenever time and opportunity offer, detachments of Royal Marines serving afloat are to undergo a short course of field training at the inclusion of the annual musketry course. The duration of this course is to be six days and the training is to be carried out on the lines indicated in "Platoon Training," the detachments being organised in one or more platoons with Lewis guns, &c., as laid down in that publication.

(b) The object of the training should be to strengthen discipline and to test the platoon or company organisation of the detachment. Training will necessarily vary according to the station and the nature of the war-like operation which the detachment may be called upon to perform. Platoon and section leaders are to be practised in the command of their units in field operations.

(c) Individual training of non-commissioned officers and marines is to take place throughout the year as laid down in the manuals of instruction so that this course may be devoted to the collective training of the units.

(d) When the Royal Marine Artillery form part of detachments, the work is to include the principles laid down in clause 9, and a section of field guns should be taken into camp.

(e) The syllabi (both for Artillery and Infantry) are as laid down in General Orders, Royal Marines, from time to time.

(f) Instruction in landing on and disembarking from an open beach is to be practised throughout the year as well as during this course. If possible, detachments are to be placed under canvas and should carry out their own cooking and camp duties under field service conditions. Part of the training, both by day and by night, is to take place with anti-gas appliances in use.

(g) A diary of the work done, together with any reconnaissance reports, sketches, &c., carried out, is to be forwarded by Officers Commanding detachments to the Senior Officer, Royal Marines of the station.

(N. 17177/21.)

**1157. Examination of Officers for Promotion.**—It shall be the duty of the Senior Marine Officer in each seagoing squadron, and at each home port, to keep a record of the examinations passed by each officer of Royal Marines in the squadron or home port.

2. He is to ascertain from the Staff of the General or other Officer Commanding at stations where examinations in subjects \*(a) and \*(c) for promotion are held, the dates when such examinations take place; he is to acquaint all marine officers who have not passed in the subject, and to take the necessary steps for securing the examination of such officers as shall notify their desire to be examined.

(C.W. 4082/23.)

3. He is to keep a diary recording the dates and places of such examinations, the date when he acquainted the officers who have not passed, and the names of those who presented themselves, with the result.

4. He is also to record the names of those who had a due opportunity of being examined but did not present themselves, together with the reason for their abstention.

5. With regard to the examination in subjects \*(b) and \*(d)           for promotion, the Senior Marine Officer is to ascertain in sufficient time what officers are desirous of being examined and where, and take the necessary steps for their attendance. An officer below the rank of substantive lieutenant-colonel will be required, before promotion to higher substantive rank (lieutenant-colonel or colonel), to undergo a course at the Army Senior Officers' School. (King's Regulations for the Army and the Army Reserve, para. 863.)

(C.W. 11050/23.)

\* Paragraphs 855-859 and Appendix X, King's Regulations for the Army and the Army Reserve.



6. He will keep records similar to those prescribed above for examinations in subjects \*(a) and \*(c). (C.W. 7581/20.)

7. These records are to be submitted and forwarded with the diary of drills, etc., for annual transmission to the Admiralty, in order that a note may be made as to whether officers have, or have not, taken full advantage of their opportunities for being examined.

8. When an officer notifies his desire to be examined for promotion at any given time and place, the Commander-in-Chief or Senior Officer of the squadron or port is to cause him to be given facilities for so doing, provided the requirements of the Naval Service are not thereby prejudiced, and, if necessary, to lend such officer from his own ship to any other present at the place and time of examination for the purpose.

9. The certificate required by paragraph 855, King's Regulations for the Army and the Army Reserve, will be signed by Captains of His Majesty's ships on the recommendation of the Senior Officer, Royal Marines, on the station or at the port establishment. When Royal Marine officers are attending examinations in England, the certificate referred to should be forwarded to the Adjutant-General, Royal Marines, for countersignature and remarks (if any). The certificate will then be returned to the Commander-in-Chief or Senior Officer of the squadron or port for transmission, together with the officer's application, to the General Officer Commanding of the command where the examination will be held. (C.W. 11050/23.)

**1159. Royal Marine Gunners.**—When not employed afloat, Royal Marine Gunners will be appointed to their respective Royal Marine headquarters, where they will undergo revising courses of instruction in the various military subjects. (N. 16034/21.)

### SECTION III. PRIZES FOR SHOOTING.

**1160. Prizes for Good Rifle Shooting.**—Royal Marines serving afloat are, if time and range admit, to carry out the Army Annual Range Courses applicable under the supervision of their own Officers and Non-commissioned Officers. In ships where a Royal Marine Officer is borne, he is invariably to be in charge of the firing party.

2. Those who obtain the qualification of Marksman may be paid Prize Money at the rate of 10s. for Marksman, and 1d. a point for each point above that score. Prize Money is not payable for the Short Course, unless the Classification Practice in Table "L" is fired.

3. Separate returns on Forms S. 289 and S. 290 are to be made out for the Royal Marines signed by the Royal Marine Officer, or, if a Royal Marine Officer is not borne, by the Gunnery Officer, and forwarded to the Adjutant-General, Royal Marines, after the annual competitive firing. (N. 4301/23.)

4. If circumstances do not admit of the Army Annual Range Courses being carried out, and facilities exist for the Naval Course, the latter may be carried out. Prize Money is not payable in respect of the Naval Course.

5. Army badges are to be worn for good shooting in the Army Annual Range Courses. In the event of a man entitled to a badge for good shooting on shore being embarked before the distribution takes place, his badge is to be forwarded to the Captain of the ship for presentation.

6. Cancelled.

(N. 3015/23.)

### SECTION IV. BAND.

#### ARTICLE 1161.

\* \* \* \* \*

2. When Ships or Establishments not allowed bands desire to organise either a Ceremonial or Orchestral band from the Ship's Company, application is to be made to the Superintendent, Royal Naval School of Music, who will transmit it to the

\* Paragraphs 855-859 and Appendix X, King's Regulations for the Army and the Army Reserve.

Adjutant-General, Royal Marines, with a report as to whether the necessary instruments, &c., can be spared without prejudice to the requirements of authorised Royal Marine bands.

(N. 16034/21.)

**3. Care of Instruments.**—The Bandmaster will be held personally responsible for the bandstands and music supplied to the band under his charge; also that all instruments, cases and appurtenances in possession of the band are thoroughly examined at least once a week and that they are properly cleaned and cared for. He will report to the Officer Commanding, Royal Marine Detachment, any damage and defects, and will take steps to obtain a Certificate (Form S. 1417) if required.

Bandsmen will be held responsible for the safe custody and care of the instruments issued to them.

When instruments are supplied to bands composed of ratings other than band ranks, it will be a condition of supply that, in order to guard against undue depreciation, instruments are to be examined by a competent board at the end of a commission, and the Commanding Officer of the ship to which the instruments were supplied will be held responsible for the payment by the officers of the ship for any depreciation in value beyond that due to fair wear and tear. The Commanding Officer will, in conjunction with the Band Committee, determine in what proportion these charges shall be distributed amongst the officers.

**4. Losses of and Damage to Instruments.**—The value of all instruments lost, except where the Commanding Officer is satisfied on investigation that the loss is due to causes beyond the control of the man, will be charged against the pay of the person responsible. (See 1162, clause 2.)

Similarly, the cost of repairs due to neglect will be charged against the pay of the man concerned. Except where the damage is directly attributable to causes beyond the control of the man, the final decision as to whether blame is or is not attributable to him is to be deferred until the instruments have been brought to survey at the School of Music. In these cases, as well as in those in which the Commanding Officer decides to raise a charge for damage, the instruments are to be forwarded to the Superintendent of the School of Music, with a full report of the circumstances, so that the correct charges may be raised.

5. All cases of loss or damage to instruments, from whatever cause arising, are to be reported to the Superintendent, Royal Naval School of Music.

**6. Infectious Diseases.**—In the event of a band rank, or other person to whom musical instruments have been issued, suffering from an infectious disease, the Medical Officer is to report to the Commanding Officer whether the instruments or cases should be burnt or disinfected. If the former course is adopted it is to be carried out in the presence of an officer, who will so certify in a report to the Commanding Officer, who will transmit the report to the Superintendent, Royal Naval School of Music.

If disinfection is decided upon, the following procedure is to be followed:—

(a) Brass and other metal instruments will be passed through a steam disinfectant.

(b) Wood wind instruments are to be taken to pieces, string instruments and cases to be opened as much as possible, placed in a closed chamber, and subjected to Formalin fumes for at least six hours.

**7. String Band.**—If the officers should desire to maintain a string band where a ceremonial band is authorised, the necessary orchestral combination of musicians will be made at the School of Music and an annual charge at the rate of  $7\frac{1}{2}$  per cent. per annum on the value of the orchestral instruments on board will be made.

The value of the instruments will be notified to the Commanding Officer by the Superintendent of the School of Music at the time the band is embarked and the charges are to be calculated on the principle laid down in Article 1365, clause 4.

The Captain will be responsible that the necessary charges on this account are collected from the officers quarterly, details as to the proportions of their respective contributions being arranged on board, and brought to account in one sum by the Accountant Officer, who will then forward a duplicate of the quarterly return (Form S. 580) to the Superintendent, Royal Naval School of Music, Eastney.

The foregoing system of charges will be enforced in all ships, &c., concerned, unless the Admiralty may consider it desirable to make other arrangements in special cases.

(N. 16034/21.)

## SECTION V. ARMS, CLOTHING, &amp;c.

**1162. Charge of.**—The marine arms, bugles, fifes, drums, band instruments, and other equipment in possession of the detachment are to be under the charge of the marine officer, or non-commissioned officer in command of the detachment, who is to be accountable for any loss or damage that may happen to them through want of sufficient care on his part, and also for the due return in good condition to the divisional headquarters of the arms, accoutrements, and musical instruments of every marine discharged otherwise than to headquarters.

**2. Losses or Damage through Neglect.**—Particulars of loss or damage through the neglect of the officer or non-commissioned officer in command of the detachment are to be reported by the Captain of the ship to the Admiralty, so that the amount may be charged against such marine officer or non-commissioned officer, but if it shall have happened through the neglect of any other person, the marine officer or non-commissioned officer is immediately to acquaint the Captain, who will follow the course directed by Articles 1164 and 1373.

**3. Losses by Accident.**—Should a marine's arms, accoutrements, or musical instruments, or any parts of them, be lost or rendered unserviceable in circumstances which would warrant the cost of their replacement or repair being borne by public funds, the certificate (Form S. 1417) is to fully explain the nature of the loss or damage and the circumstances in which it occurred, and is to be approved by the Captain of the ship. (*See also 1161, clause 4.*)

**3a. Deficiencies.**—Should a marine be deficient in his arms, accoutrements, or musical instruments on discharge, the particulars are to be inserted in the certificate required by Article 1164, clause 15, every missing article and how accounted for, being duly specified.

**4. Replacements.**—Arms or musical instruments for Buglers required to replace those lost or damaged will be supplied by the Gunner of the ship on the requisition of the marine officer or non-commissioned officer in charge of the detachment. Musical instruments for band ranks will be replaced from the Royal Naval School of Music on similar requisition.

The requisition must be accompanied by Certificate S. 1417 when this is granted.  
(*N. 16034/21.*)

\* \* \* \* \*

**6. Cancelled.**

(*R.M. 5254/13.*)

**1163. Care of Arms, &c.**—The marine officer or non-commissioned officer in charge of a detachment is responsible that the arms of his men are constantly kept by them in good condition and fit for service, the ship's Ordnance Artificer staff being employed only when their assistance is absolutely necessary. He is also to keep in charge and return to the Quartermaster of the division at the port where the ship arrives, any spare arms, musical instruments and accessories, or accoutrements which may have been left on board; he will be required to account, by voucher, for the disposal of every stand of arms, the musical instruments and accessories, and set off accoutrements so left, in order that the accounts of arms may be kept at the several divisions for the information of the Naval Ordnance Department.

\* \* \* \* \*

**3. Repair of Arms.**—At least once in every six months, but oftener if necessary, the marine officer or non-commissioned officer in charge of the detachment will make a requisition on the Gunnery Officer to have the marines' rifles stripped and examined, and, on the completion of the work, the requisition, with the statement that this work has been performed duly noted thereon, will be returned to him by the Gunnery Officer; this requisition is to be retained for future reference.

(*N. 53182/18.*)

\* \* \* \* \*

**4a.** The arms and other accoutrements of candidates accepted for transfer on probation or otherwise to the Royal Navy are to be returned to store prior to transfer. *See also 1164 (10A) and 1171a.*

(*V. 1238/23.*)

**1164. Uniform Clothing.**—Non-commissioned officers and men, Royal Marines, are to be supplied with uniform clothing, boots and canvas shoes periodically, on

such dates as are notified on the clothing muster roll, or as soon after as possible. The said clothing is to consist of such articles for each man and boy as have been or shall hereafter be ordered by the Admiralty, in pursuance of His Majesty's pleasure as signified from time to time; neither the Captain nor any other officers are, on any pretence whatsoever, to permit the clothing or accoutrements to be cut or altered, except in strict conformity with the make and shape of the clothes and accoutrements ordered and established for the Royal Marines when on shore.

**2. Physical and Recreational Training Instructors.**—Physical and Recreational Training Instructors and marines undergoing training to qualify as instructors, whether embarked or at headquarters, are, in addition, to be supplied gratuitously with gymnasium clothing, consisting of :—

- |            |   |
|------------|---|
| 2 Singlets | } On appointment or when selected to qualify. |
| 2 Sweaters |   |
| 2 Singlets | } Annually while employed.                    |
| 1 Sweater  |   |

When Physical and Recreational Instructors are embarked, demands are to be made upon headquarters for this clothing in the usual manner.

Each instructor or marine under training embarked will also be supplied with a gymnasium belt, which is to be returned into store on disembarkation.

**3. Ward Room Attendants, Outfits.**—For regulations governing the annual gratuitous issue of special clothing to marines employed as ward room attendants in the Fleet, and the payment of compensation in lieu, *see* 1170.

(N. 16034/21.)

\* \* \* \* \*

10a. The cloth tunics, greatcoats, service dress clothing, combination suits and cardigan waistcoats in possession of candidates accepted for transfer, on probation or otherwise, to the Royal Navy, which have not been the prescribed period of sixteen months in wear, are to be returned to store at Divisional Headquarters prior to transfer. *See also* 1163 (4a) and 1171a.

(V. 1238/23.)

**11. Marines, Dead or Run.**—Whenever marines die, or desert, their cloth tunics and greatcoats (with the exception of such as may have been in their possession for 16 months) are to be carefully collected by the marine officer or non-commissioned officer in charge of the detachment, for delivery to the Accountant Officer.

(N. 16034/21.)

\* \* \* \* \*

# ARTICLE 1165.

\* \* \* \* \*

## 2. Cancelled.

\* \* \* \* \*

5. As regards ships on foreign stations (the Mediterranean excepted, as provided in Article 1166), articles of clothing, that is to say :—

- Tunics—cloth, serge, service dress and khaki drill;
- Trousers—tweed, serge, service dress and khaki drill;
- Combination suits;
- Boots;
- Caps;
- Outfits for ward room attendants;
- Greatcoats;

are invariably to be demanded from the division to which the men for whom they are intended respectively belong, except when they can be procured from a victualling establishment on the station. Other articles that cannot be obtained from the victualling establishment may be demanded from any marine division.

(N. 16034/21.)

6. Boots of shore service pattern will invariably be issued to Detachments serving at the following stations, &c. :—

- All R.N. Barracks.
- Whale Island.
- Bermuda.
- Ascension (special pattern).

(R.M. 205/13.)

**1166. Supplies on Mediterranean Station.**—All supplies of clothing (except cloths, tunics and greatcoats), necessaries, band instruments, and accessories for bandmen, R.M. accoutrements, &c., required for the detachments on the Mediterranean station are to be obtained, on demand, from the Marine Clothing Dépôt at Malta, and clothing, arms, and accoutrements to be returned into store are to be sent to the clothing dépôt accompanied by the usual delivery and receipt vouchers.

(N. 16034/21.)

2. Demands for Annual Clothing of Royal Marine Detachments serving on board H.M. Ships on the Mediterranean Station are to be forwarded direct to the Royal Marine Division concerned on 1st October of each year. On receipt they will be checked, and garments which are not stocked at the Royal Marine Clothing Dépôt, Malta, will be forwarded from the establishment concerned in time for issue when due. Opportunity is to be given by Commanding Officers of H.M. Ships for Royal Marine Detachments to attend at the Royal Marine Clothing Dépôt, Malta, when possible, on or after 23rd April, to draw Annual Clothing. Demands for clothing once made cannot be subsequently cancelled or altered to admit of money compensation in lieu of issues in kind being paid, or *vice versa*. (See 1164, clause 4.)

(R.M. 1773/22 P.)

\* \* \* \* \*

## SECTION VI. DISCHARGES AND RE-ENGAGEMENTS.

### ARTICLE 1170.

\* \* \* \* \*

2. No Marine will be retained in the Service beyond the age of 50, unless specially provided for in the Regulations, or under the special sanction of the Admiralty.

(R. 429/13.)

### ARTICLE 1171.

\* \* \* \* \*

3. Whenever Marines serving in ships are due for discharge from the Service by reason of the expiration of their engagement or on being otherwise ordered to be discharged, they are to be sent to the headquarters of the division to which they belong, for their final discharge, unless directions to the contrary be received, or unless they are serving on a foreign station and their services are being extended under Art. 1175.

(R. 429/13.)

\* \* \* \* \*

7. To ensure that the Employment Department of the Ministry of Labour shall be in a position to keep in touch with men discharged from the Service, and to assist them towards civil employment, if required, Form S. 1300 is to be rendered in respect of every man discharged.

8. The form is to be filled up at the Headquarters from which the man is discharged, and is to be signed by the Colonel Commandant or his representative. It is to be forwarded to the Director of the Employment Department, S. Section, Ministry of Labour, London, S.W. 1. The fact that this form has been so rendered is to be noted on Form S. 161, reporting the discharge.

9. Where men of general character not inferior to "good" desire employment in London or in places where there are branches of the National Association for the Employment of Regular Sailors, Soldiers and Airmen, a duplicate copy of Form S. 1300 is to be forwarded direct to the Secretary of the National Association at the Head Office, or of the local branch, concerned, by the Headquarters from which the man is discharged. The form is not to be given to the man himself.

10. The form need not be rendered in respect of men discharged to shore outside the United Kingdom, or other men who are at once proceeding abroad.

(N. 5605/23.)

1171a. Candidates accepted for transfer to the Royal Navy on probation or otherwise will cease to receive pay and clothing (or allowance in lieu) as Royal Marines, and will be noted in the records of their division as "employed and paid as Naval ratings." Sergeants must revert to Corporal on acceptance for transfer on probation to the Cook or Sick Berth Branch.

(V. 1238/23.)

2. If finally accepted for transfer probationers will be discharged from the Royal Marines and must execute naval continuous service engagements, from the date of transfer on probation, for twelve years, or to complete time for *naval* pension.

3. Final discharge of candidates for transfer to the Regulating Branch will not be held in abeyance for more than two years, at the end of which period they must either revert to the Royal Marines or may, if their retention is desired, transfer finally to the Royal Navy. Ex-Marines who prove unsuitable for regulating duties after final discharge from the Royal Marines may be allowed to transfer to some other suitable rating such as Stoker.

4. While transferred to Naval ratings on probation Marines will be liable to reduction to a lower rank or to the ranks under 1180.

5. Final transfer is to be noted on service certificates, reported to the Accountant-General and noted in the next quarterly return to headquarters.

6. Probationers not finally accepted for transfer will revert to the Royal Marines and will count time served in the naval rating on probation towards completion of marine engagement and for all other purposes as though it had been served in the Royal Marines. See also 1163 (4A), 1164 (10A) and Appendix XV., Part I.

(N. 11890/22.)

#### ARTICLE 1174.

\* \* \* \* \*

3. At the time of his re-engagement his character must not be below "Good," he must be considered by his Commanding Officer to be in all respects fit to continue in the Service as a marine and be medically fit for Active Service.

(N. 1780/20.)

4. He will be required on re-engaging to make a declaration on Form S. 367 before any of the following authorities:—

(a) A Justice of the Peace.

(b) The Adjutant-General, Assistant Adjutant-General, or Deputy Assistant Adjutant-General of Royal Marines.

(c) The Commanding Officer of any ship commissioned by His Majesty.

(d) The Commanding Officer of any division, battalion, or detachment of Royal Marines.

(N. 16034/21.)

5. A marine re-engaging will be entitled to a gratuity of 1*l.*, which is to be credited to his account on the ledger.

(M. 31586/21.)

\* \* \* \* \*

#### 9. Cancelled.

(N. 11890/22.)

#### ARTICLE 1175.

\* \* \* \* \*

2. Warrant Officers, 2nd Class, and Non-Commissioned Officers and men, who are detained in the Service after the expiration of the period for which they are engaged are entitled to receive 2*d.* a day in addition to the pay of their respective ranks, subject to the conditions laid down for Seamen in Article 1448.

(N.P. 1510/16.)

#### SECTION VII. OFFICERS, ROYAL MARINES, EMPLOYED ON SPECIAL DUTIES.

1176. **W/T Instructors.**—Marine Officers employed as instructors of Wireless Telegraphy will receive an allowance of 3*s.* 6*d.* a day in such appointments as the Admiralty may direct. They will be selected from Officers who have served for two years as Assistants for Wireless Telegraphy duties, and who, on requalifying, are recommended for the appointment by the Captain of the torpedo school.

(C.W. 8848/12.)

Marine Officers appointed for charge of Wireless Telegraph Stations will also receive an allowance of 3*s.* 6*d.* a day.

(C.W. 7378/13.)

1177. **Assistants for Wireless Telegraphy Duties** will receive an allowance of 2*s.* 6*d.* a day while actually borne for those duties. Candidates for the appointment must serve for one year at sea before being eligible for selection. They should

forward their applications through their Commanding Officers, together with any special recommendations to the Adjutant-General, Royal Marines. Selected candidates will undergo a qualifying course in the torpedo school, as laid down in the "Courses of Instruction for Officers and Seamen in the Torpedo Schools" and appointments will be made from those who qualify.

(C.W. 8848/12.)

### SECTION VIII. MARINES EMPLOYED ON SPECIAL DUTIES.

#### ARTICLE 1178.

3. Each man who volunteers for the rating is to be supplied gratuitously with a working suit consisting of :—

- 1 Blue combination suit;
- 1 Cardigan jacket, khaki.

Candidates who qualify will retain the working suit as part of their kit for use when embarked; those who fail are to return the suit to headquarters. The period of wear of the working suit will be 12 months and issues will be made annually whilst employed, the time actually employed under training and as butcher being allowed to reckon.

New suits are to be issued gratuitously on the expiration of the prescribed period. If a man should relinquish the rating of butcher, or his services as such are no longer required, the clothing is to be returned into store, unless it has been in use the prescribed period.

(N. 16034/21.)

4. **Regulating, Sick Berth and Cook Branches.**—With the approval of the Admiralty, Royal Marines may be transferred to the Regulating, Sick Berth or Cook Branch of the Royal Navy on the conditions shown in Appendix XV, Part I, ratings Nos. 124, 114 or 129, respectively.

They are to be shown on the ledger as Regulating Petty Officer, R.M. Probationer; Sick Berth Attendant Probationer; or Assistant Cook Probationer respectively.

(N. 3448/23.)

**1179. Ward Room Attendants.**—Privates of Royal Marine Light Infantry, not recruits, who volunteer for the duty, may be employed as personal attendants to ward room officers.

2. They are generally to be selected from marines with good conduct badges, but if any attendant is reduced to the second class for conduct for a breach of the discipline of the ship, the officer is not necessarily to be deprived of his services.

3. They are to be subject in every way to the existing Regulations respecting leave. When landed for any specific purpose, with leave from the Commanding Officer, the duration of their absence is to be clearly defined. Any absence of an attendant on duty for his officer is not to be considered as leave.

4. As only trained men will be employed as attendants and their efficiency as soldiers will be maintained, they are in no way to forfeit their prospects of promotion to non-commissioned officers when they become eligible under existing regulations.

5. The marine attendants are to receive: If employed by two officers or more, 10s. a month from each officer; if employed by only one officer, 15s. a month from him. These amounts are to be charged in the officer's mess bills and paid to the men monthly by the officer commanding the R.M. detachment.

In ships carrying 12 or more ward room officers, the acting corporal allowed for charge of ward room attendants is not to be detailed to attend on any individual officer, but is to be charged with the superintendence of the other ward room attendants and general duty in the mess.

6. Commanders not in command, non-executive officers of the equivalent rank of Commander and officers appointed to perform the duty of Secretary to a Commodore, 2nd class, are each to be allowed the option of employing one marine as attendant. (The marine attendant for Commander, Second in Command, where allowed, is included in complements. Other Commanders not in Command will have

private as attendant additional to complement. Officers of equivalent rank of commander and any others entitled to a separate attendant should be allowed a marine from the authorised detachment.)

7. Other officers of the ward room, including supernumeraries, and officers compelled to mess in the ward room in consequence of there being no proper mess place or them elsewhere, are to be allowed a marine between every two, to attend on them, but when there is an odd number of such officers borne, a marine may be assigned to one of them, the preference being given to the senior officer of the Executive Branch. The marine officers are to be on the same footing as in barracks.

7a. **Record of Service.**—A record of service as ward room attendant, commander's servant or marine officer's attendant is to be kept on Form S. 1246g.

(N. 2742/23.)

8. Marine attendants are to be excused from guards and watch, but are to work with the hands when required, except that one-third of the number allowed may be excused daymen to assist in the mess.

9. They are to be excused Morning Divisions on week days, but are to attend General and Divisional Drills and Evening Quarters. They should not be employed on Divisional Drills before 0930 or between 1130 and 1330. Half the attendants are, however, to be available for landing with the detachment, even if this takes place before 0930. The organisation of the ship should be so arranged that they shall not be required to attend routine evolutions from which their services can be spared, e.g., hoisting boats, &c.

10. In the event of a detachment of Royal Marines being disembarked for temporary service on shore, the marine attendants are to accompany it, should the emergency be such as to require their presence.

(N. 9386/21.)

11. **Annual Outfits.**—Marine ward room attendants on first appointments are to be supplied gratuitously with outfit, consisting of:—

2 pairs serge trousers (for wear with white tunics).

4 fine white duck tunics with jean collars and cuffs.

6 pairs white cotton gloves.

A further gratuitous issue as above (except as regards duck tunics) will be made at the expiration of each period of 12 months from the date of first issue. The second years' outfit will include only three fine white duck tunics, and outfits for men continued in this employment more than two years will include four and three deck tunics in alternate years. On re-employment after a break of twelve months or more, the first outfit supplied will include four of these garments. The dates of issues afloat are in all cases to be notified to the Commandant concerned for completion of Headquarter records.

12. Marines employed as attendants by marine officers afloat will not receive these gratuitous issues in kind, but will receive the money allowance in lieu to provide themselves with the necessary authorised clothing.

13. Each issue will include the whole of the articles comprising the outfit, and will be demanded, supplied, issued and accounted for under the Regulations governing gratuitous annual clothing, &c. (see 1164 and 1731). Outfits are maintained at the Victualling Establishments at the Cape of Good Hope, Hong Kong and Bombay, for issue in circumstances which do not admit of supplies being obtained in sufficient time from England. Although demanded and supplied locally these outfits will be issued and accounted for in the same manner as those supplied from England.

14. If a man should relinquish the appointment of ward room attendant for any cause other than disembarkation in the usual course, the articles comprising the outfit issued to him (except gloves), not the prescribed time in wear, are to be returned into store.

15. On re-embarkation as ward room attendant no gratuitous issue of outfits is to be made, unless a period of 12 months has elapsed since the date of previous gratuitous issue.

16. New articles of clothing are not to be issued in the case of ships temporarily commissioned, nor to a man embarked for temporary duty as ward room attendant, such as for manœuvres, whilst suitable garments are available from casualty store, but any casualty garments issued will not be again returned into store.



17. When an outfit is not issued prior to embarkation to a man detailed for duty as ward room attendant in the absence of sufficient volunteers, it is to be demanded from headquarters, either for the man in question if he continues in the appointment, or for another employed in lieu, as necessary. Any outfit so demanded will be supplied in the usual manner, and issue will take effect as from the date on which the man to whom it is supplied commenced duty as ward room attendant.

18. **Gun Room Officers' Attendants.**—Musicians and Privates, R.M.L.I., who volunteers for the duty, may be employed as attendants to gun room officers. They will not be excused any drills or exercises, but will not be required to undertake any duties in the mess. They are to be paid the scale of private pay laid down above for ward room officers' attendants, and the sums due to them are to be paid monthly through the President of the Mess, the amounts being charged in the officers' mess bills.

19. Royal Marines employed as Cadets' Servants in Cadet Training Ships will each receive the following gratuitous issue of clothing on appointment and annually thereafter whilst so employed :—

- 1 pair serge trousers.
- 2 fine white duck tunics.

(N. 3031/23.)

#### SECTION IX. PUNISHMENTS, CLASSIFICATION FOR CONDUCT, &c.

**1179a. Suspension of Sentences of Penal Servitude, Imprisonment and Detention.**—Royal Marines serving on ships' books are generally subject to the provisions of Articles 700b and 775a as regards suspension of sentences under section 74A of the Naval Discipline Act. Similar powers in this connection are conferred, as regards Marines on shore strength, by the Army (Suspension of Sentences) Acts, 1915 and 1916, upon "Superior Military Authorities."

2. The Adjutant-General, Royal Marines, who is a "Superior Military Authority" under these Acts, will exercise these powers in respect of men of the Royal Marines under his orders.

3. If a Royal Marine whose sentence under the Army Act is suspended should become subject to the Naval Discipline Act while his sentence is suspended, the Commanding Officer of his ship is, at intervals of not more than three months reckoning from the date of the sentence, to forward a report of his conduct to the Adjutant-General, Royal Marines, who will decide whether the sentence shall continue suspended or be remitted, or whether a committal order shall be issued.

4. Where a Royal Marine whose sentence under the Naval Discipline Act is suspended, becomes subject to the Army Act, the necessary action will be taken by the Admiralty on periodical reports from the military authorities.

(N.L. 14703/20.)

**1183. Classification for Conduct.**—All Marines below the rank of Corporal are to be placed either in the first or second class for conduct irrespective of age, unless in possession of a good conduct medal or good conduct badge.

(N. 76060/17.)

\* \* \* \* \*

3. The provisions of Arts. 780-782 regarding reduction to the second class for conduct and restoration to the first class are applicable to Royal Marines, but Royal Marines serving on shore under the Army Act may be reduced from or restored to the first class for conduct by their "Commanding Officer" as defined by Army Rule of Procedure, No. 129.

(N.L. 12922/13.)

#### ARTICLE 1184.

\* \* \* \* \*

2. Marines who may be reduced to the second class for conduct whilst qualifying or re-qualifying in one of the schools may be allowed to complete their course in the case of gunnery and torpedo ratings, but not if qualifying for Physical and Recreational Training Inspector. If the Captain of the school considers the conduct of men qualifying or re-qualifying for gunnery or torpedo

ratings is such that their removal from the establishment is desirable, he is to make application to the Commander-in-Chief accordingly.

(N. 16034/21.)

\* \* \* \* \*

**1185. Non-substantive Pay**, being conditional on the due efficiency and diligence required for the rating, will not be payable, should the Captain or Commandant decide, where such efficiency and diligence are not maintained. Such break in the continuity of non-substantive pay, however, is not to exceed a month at any one time.

This provision is not to apply to cases of actual incompetence, which are to be dealt with under clause 1 of Article 1184.

(N. 16034/21.)

## SECTION X. SERVICE CERTIFICATES.

**1186. General Instructions.**—A Service Certificate, on Form S.535 (R. 138) is to be prepared at the Royal Marine Depôt, or divisional headquarters, for every marine on enlistment; and all the regulations in Art. 825 *et seq.* relative to seamen's certificates, shall be applicable to Marines so far as the nature of their service admits. Sentences by regimental Courts-Martial are not noted on the inside of Service Certificates.

The character of a Marine entered under the age of 18 is to be assessed and entered on his certificate on the day before attaining the age of 18, in addition to the annual assessments before and after attaining that age. The provisions of Art. 829, clause 11, sub-clauses (i) and (ii) are applicable to Marines who attain their eighteenth birthday whilst awaiting trial for a major offence or whilst in desertion.

(N.L. 6835/20.)

**1a. Warrant Officers, Class II.**—The character of Warrant Officers, Class II., is to be assessed annually on their Service Certificates.

(C.W. 32905/16.)

\* \* \* \* \*

## SECTION XI. GOOD CONDUCT BADGES AND RESTORATION.

**1187. Award of Badges.**—Good conduct badges may be conferred under the conditions in Articles 740 and 741 on all marines below the rank of Warrant Officer, Class I, but Warrant Officers, Class II., and non-commissioned officers are not to wear such badges.

**2. How to be worn.**—The possession of one or more good conduct badges by a marine shall be marked by a corresponding number of chevrons worn on the lower part of the left arm.

**3. Good Conduct Pay.**—To every good conduct badge up to a maximum of three shall be attached good conduct pay of 3*d.* a day; and the good conduct pay shall follow the grant, deprivation, and restoration of a good conduct badge.

**4-7. Cancelled.**

(N. 16034/21.)

**8. Pensioners** when called out are to resume their position as regards badges and receive pay for the latter up to a maximum of three without reference to the time that may have elapsed since they last served.

The same applies to Pensioners allowed to serve in peace time, except that re-entry must be within five years of their previous service.

Should any such Pensioner not have been in possession of three good conduct badges when pensioned, his previous service towards further badges, as well as service as Pensioner, will be allowed to reckon towards further badges, in accordance with the foregoing Articles.

(N. 6604/20.)

## ARTICLE 1188.

\* \* \* \* \*

5. **Forfeiture compulsory.**—A marine shall forfeit all good conduct badges held by him :—

- (a) When reduced to the second class for conduct;
- (b) When sentenced to confinement in cells, Field Punishment No. 1, or detention, unless such sentence is remitted by the confirming or other authority.

(N.L. 15826/20.)

\* \* \* \* \*

## ARTICLE 1189.

\* \* \* \* \*

2. **Former Service.**—Men who enter or re-enter the Royal Marines after discharge from either the Navy, Marines, Army or Royal Air Force, and whose former service is allowed to reckon for naval pension under Art. 1204, clauses 1, 2, 4 and 5, will be allowed to reckon the former service towards good conduct badges as if it had been service in the Marines. Subject to the usual conditions as regards time allowable, ex-non-continuous service men may reckon naval service from the age of 18 years on entry in the Royal Marines.

3. **Other Army and Royal Air Force Service.**—Men, whether \_\_\_\_\_ pensioners or not, who join the Royal Marines within five years of their discharge from the Army or Royal Air Force, count any of their time for naval pension under Article 1204, clause 3, and acknowledge their former service, will be allowed to reckon towards the acquisition of good conduct badges in the Royal Marines any time of "Very Good" character not exceeding four years, which may have been served in the Army and/or Royal Air Force after the age of 18 years. Where a break of five years or over has occurred between periods of Army and/or Royal Air Force service, the time prior to such break will not be allowed to reckon.

(N.P.II/1192/23.)

3a. **Time in Imperial, Dominion or Colonial Government Vessels.**—Men who joined the Royal Marines on or after 1st February, 1919, will be allowed to count towards the acquisition of good conduct badges in the Royal Marines, time served in Imperial, Dominion or Colonial Government vessels under the conditions laid down for Naval ratings. (See 749, clauses 1-4.)

(N. 18532/21.)

4. **Service forfeited.**—A Marine shall absolutely forfeit for all purposes connected with the award or restoration of good conduct badges :—

- \* \* \* \* \*
- (d) All time for which "Indifferent" is the highest character admissible under Art. 829.

(N.P. 2843/13.)

- (e) All time when confined in cells, undergoing Field Punishment No. 1, or under detention.

(N.L. 15826/20.)

\* \* \* \* \*

7. **"VG," "Good" or "Fair" Character.**—Notwithstanding the award of "VG," "Good" or "Fair" at the annual assessment of character in any year under the conditions stated in Clause 9 of Article 829, a Marine shall be entitled to reckon towards the grant or restoration of a badge any continuous period immediately anterior to and including the 31st December in any year for which "VG," "Good" or "Fair" is awarded, provided that during such continuous period he has been in the first class for conduct, and his conduct in that class has been very good.

(N. 16034/21.)

SECTION XII. GOOD CONDUCT AND OTHER MEDALS AND GRATUITIES.

**1192. Good Conduct Medals.**—Any Marine below the rank of Warrant Officer, Class I., who enlisted after 31st December, 1884, may be recommended for the award of a good conduct medal under the following rules :—

CLAUSE 2.

(a) He must have served for 15 years with continuous "Very Good" character, and with previous character not inferior to "Good," in service reckoning for pension.

NOTE.—Where character during pensionable service has been assessed as "Good" on the 31st December in any year, time reckoning for medal will not commence until the 1st January following.

(R. 1330/13.)

(aa) He must be in possession of the full number of badges which he could have earned during his period of service.

(R. 1294/15.)

**4. Disqualifications.**—(a) Desertion will render a Marine ineligible for the award of a Good Conduct Medal under the ordinary regulations. Reduction to the second class for conduct will similarly disqualify, except in the circumstances provided for in sub-clause (b).

(b) If the reduction took place within the first five years of his time under the Regulations in force prior to the 1st January 1913, which did not entail the award of a "Fair" character or limit the period spent in the second class, the punishment will not debar a marine from the award, provided that by his good conduct he earned his restoration to the first class within eight months, and that his character for the year in which the reduction occurred was not below "Good." See clause 2 (a).

(N.P. II./1716/20.)

**7. Notations on Certificates.**—Notations on certificates are to be made in all cases of absolute forfeiture.

**8. A Warrant Officer, Class I.,** may keep and wear the medal for long service and good conduct granted to him before promotion.

(R. 3255/16.)

**9. Gratuities.**—From the date of the award or restoration of a medal, a Marine, provided his character is maintained, will commence earning a gratuity at the rate of 1l. a year, which is not to be paid until he completes his time for pension, unless he is invalided from the Service in the meantime, when he will be paid 1l. for each completed year that he has served since the medal was awarded or restored.

To this will be added for each year's service after the date of the award of the medal in the following ranks, or in acting and lance ranks if a Non-Commissioned Officer who has since been promoted to the substantive rank :—

	£	s.	d.
Warrant Officer, Class II., in Class I. . . . .	2	0	0
Warrant Officer, Class II., and Sergeant in Classes II., III., and IV. . . . .	1	0	0
Corporal and others in Class V. . . . .	0	10	0

until the maximum is reached, which will be, for a—

Warrant Officer, Class II., in Class I. . . . .	15	0	0
Warrant Officer, Class II., and Sergeant in Classes II., III., and IV. . . . .	10	0	0
Corporal, also Gunner, Private, Musician and Bugler after 5 years' service on the recognised establishment of a divisional or dépôt band . . . . .	7	10	0
Gunner, Private, Musician and Bugler (other than above) . . . . .	5	0	0

(R. 1393/14 and C.W. 32905/16.)

**18. Misconduct during further Service.**—Where a Marine has been paid a good conduct gratuity after completing time for pension so much of the gratuity paid

as may have been earned by service in excess of 21 years will be recovered from his naval pension if he misconducts himself during subsequent service and becomes ineligible for the award on final discharge.

(R. 429/13.)

\* \* \* \* \*

**25. Recommendations to Admiralty.**—Names of marines recommended for medals and gratuities are to be transmitted to the Admiralty on Form S. 218 accompanied by their service certificates, or certified copies thereof, by the Commanders-in-Chief and Senior Officers at home and abroad, and the Commandants of Royal Marines through the Adjutant-General, as soon as the marines become eligible for them; and when the approval of the Admiralty has been received, the medals are to be presented before the ship's company by the Captain of the ship, or if on shore, by the Commandant on parade.

(C.W. 7931/14.)

**1193. Meritorious Service Annuities and Medals.**—A sum not exceeding 40*l.* a year is placed at the disposal of the Admiralty to be distributed in annuities not exceeding 20*l.*, as rewards for distinguished or meritorious service, to be granted either before or after discharge, to Warrant Officers, Class II., and Sergeants who have completed 21 years' service, or have been granted a life pension on account of wounds or hurts received in action or otherwise in the execution of duty.

Such annuities may be retained by any recipients who may subsequently attain the rank of Warrant Officer, Class I., and may be held in addition to the pension.

The possession of an army distinguished conduct medal by a Warrant Officer, Class II., or Sergeant may be held by the Admiralty to constitute a preferential claim on the fund, irrespective of length of service, and be taken into consideration when a vacancy for an annuity occurs.

(N. 16673/21.)

2. The names of Warrant Officers, Class II., and Sergeants who may be considered eligible for this reward for distinguished or meritorious service by the officer under whose command they are serving at the time of their discharge to pension, are to be reported to, and registered in the department of the Adjutant-General of Royal Marines, in order that when an annuity becomes vacant it may be granted to the most deserving.

The medal referred to in the following clause will not be granted to a Warrant Officer, Class II., or to a Sergeant who has already been awarded a Meritorious Service Medal under the provisions of Order in Council of the 14th January 1919.

3. The Warrant Officers, Class II., or Sergeants selected for this honorary distinction shall be entitled to wear a silver medal, having on one side His Majesty's effigy and on the other the words "For meritorious service," and the name of the Warrant Officer, Class II., or Sergeant, with the date of its grant; and they will not be liable to forfeiture of the annuity and medal, except by sentence of a Court-Martial, or by conviction of felony by the civil power.

(N. 5403/19.)

**1194. Special Decorations and Medals.**—Royal Marines are eligible for consideration for special awards referred to in Article 157, and for gratuities and/or annuities or additional pensions under the provisions of Article 159.

2. A warrant officer may retain an annuity granted to him before promotion for conspicuous gallantry in action.

(N. 16673/21.)

### SECTION XIII. PENSIONS FOR SERVICE, WOUNDS, &c.

**1196. Classification for Pension.**—For the purpose of pension, Warrant Officers, Class II., Non-Commissioned Officers and men shall be divided into the following classes:—

#### *Class I.*

Staff Clerk, London. (Warrant Officer, Class II.)

*Class II.*

Quartermaster-Sergeant.	}	(Warrant Officer, Class II.)
Barrack Quartermaster-Sergeant.		
Quartermaster-Sergeant Instructor of Gunnery.		
" " " " Musketry.		
" " " " Infantry.		
" " " " Physical Training.		
" " " " Swimming.		

All the above Warrant Officers in this Class take seniority from their respective dates of promotion.

Company Sergeant-Major. (Warrant Officer, Class II.)

(C.W. 32905/16.)

*Class III.*

Hospital Staff Sergeant.

*Class IV.*

- (a) Colour Sergeant.  
 { Hospital Sergeant.  
 Drum-Major Sergeant.
- (b) Bugle-Major Sergeant.  
 { Armourer Sergeant.  
 Other Sergeants.

*Class V.*

Corporal.  
 Gunner,  
 Private,  
 Musician,  
 Bugler. } After 5 years' service on the recognised establishment of a divisional or dépôt band.

*Class VI.*

Gunner,  
 Private,  
 Musician,  
 Bugler. } Other than as shown in Class V.

(R. 1393/14 and N. 76060/17.)

ARTICLE 1197.

\* \* \* \* \*

4. For men and boys entered in the Royal Marines on and after 1st March, 1901, one of the conditions of the award of a long-service pension will be that the pensioner shall serve in the Royal Fleet Reserve up to the age of 50 years, if his services should be \_\_\_\_\_ required. For men recommended and fit for enrolment, this condition is not to be waived without the special sanction of the Adjutant-General, Royal Marines. (N. 10299/21.)

ARTICLE 1198.

\* \* \* \* \*

3. No Non-Commissioned Officer shall have any claim to a rate of pension assigned to a class superior to that in which he is at the time of discharge except as provided in Art. 1198a.

(R. 429/13.)

4. The above limitation of pension shall not be exceeded, except by non-commissioned officers who may be discharged after lengthened sea service, or who have been noted for distinguished conduct, and who may be specially recommended to the Admiralty by the Adjutant-General of Royal Marines to be allowed to reckon their whole service, with their whole time as non-commissioned officer, and all their badges.

(C.W. 7931/14.)

**1198a. Security of Pension.**—The pension and gratuity which Warrant Officers, Class II., Non-Commissioned Officers, and men may have earned by service up to the date on which they complete 21 years' pensionable time shall be secured

to them, notwithstanding any breach of discipline committed subsequent to that date, provided that such breach of discipline be neither mutiny nor felony, nor of such a nature as to cause them to be discharged from the Service with disgrace.

(C.W. 32905/16.)

ARTICLE 1202.

\* \* \* \* \*

2. Warrant Officers, Class II., or Non-Commissioned Officers will not be awarded the pension of the class in which they are serving at the date of discharge if the time served in that class, or superior classes, amount in the aggregate to less than one year.

(C.W. 32905/16.)

3. The service of a Marine in a class superior to that in which he is at the date of discharge will reckon for purposes of pension as service in the class for which he is awarded the pension except as provided in Art. 1198a.

(R. 429/13.)

**1203. Lance or Acting Time.**—The period during which any Warrant Officer, Class II., or Non-Commissioned Officer may have been employed as an Acting Warrant Officer, Class II., or lance or acting Non-Commissioned Officer shall be permitted to count towards pension provided—

(a) That his service in acting or lance ranks is recorded on his Service Certificate in accordance with Article 1139.

(b) That he is subsequently promoted to the substantive rank.

Similarly, lance Non-Commissioned Officers advanced to higher acting rank under Article 1141 shall be permitted to count the whole of the time spent in such lance and acting ranks towards pension, provided they are subsequently promoted to the substantive rank.

(C.W. 32905/16.)

**1204. Former Service on re-entry.**—Men who join the Marines after being invalided from the Army, Royal Air Force or the Marines may, at the discretion of the Admiralty, be allowed to reckon all former service with character not inferior to "Fair" towards pension, notwithstanding the length of the interval between invaliding and re-entry into the Service, provided that they acknowledge their former service on re-entry.

\* \* \* \* \*

3. Men who join the Marines after being discharged from the Army or Royal Air Force for reasons other than medical disability may be allowed to count not more than four years' former service with character not inferior to "Fair" towards pension, provided that a break of five years did not take place between the date of discharge from the Army or Royal Air Force and entry into the Marines, and that they acknowledge their former service on entering the Marines.

(N.P.II/1192/23.)

4. Time served in the Royal Navy may be allowed to reckon for pension with subsequent service in the Royal Marines, provided that a break of five years has not taken place between the two services, and that the former service is acknowledged on entry into the Marines. Former service in non-continuous service ratings will be allowed to reckon in the Royal Marines towards pension to the extent and under the same conditions as would have applied if the man had become a continuous service rating in the Royal Navy. (See 1934, clause 2.)

(R. 1387/13.)

\* \* \* \* \*

ARTICLE 1206.

\* \* \* \* \*

5. For Warrant Officers, Class II., or Non-Commissioned Officers, who have been ruptured, additions for service as Warrant Officers, Class II., or Non-Commissioned Officer will be made under Article 1198.

(C.W. 32905/16.)

\* \* \* \* \*

1209. *Cancelled.*

(N. 16034/21.)

**1209a.** Royal Marine Gunners and Officers promoted from that rank will be retired compulsorily at 55 years of age, or at any age if physically unfit, but voluntary retirement will be permitted at the discretion of the Admiralty at or after the age of 40 years. Majors and Captains promoted from R.M. Gunners will receive retired pay on the scale applicable to Lieutenant-Commanders and Lieutenants, R.N., promoted from Chief Gunners and Gunners, and the pensions of Chief R.M. Gunners and R.M. Gunners will be on the scales applicable respectively to Chief Gunners and Gunners, R.N.

Service as Warrant Officer, R.M., will count as equivalent to service above the rank of Petty Officer, R.N., and service as Colour Sergeant and below as equivalent to service as Petty Officer or seaman. Any R.M. Gunners who were on the list on the 13th June, 1917, whether subsequently promoted or not, will have the option of being pensioned under the scale laid down in Article 1210.

2. Pensions to the widows and compassionate allowances to children of the above Officers will be granted on the scales, and subject to the conditions, applicable to Officers of corresponding ranks in the Royal Navy, except Officers promoted to combatant commissions under Order-in-Council of 11th February, 1913, who will be dealt with under the conditions applicable to Royal Marine Officers generally.

(C.W. 22379/17.)

**1210. Retirement of Commissioned Officers from Warrant Rank and Warrant Officers.**—Commissioned Officers from Warrant Rank and Warrant Officers of the Royal Marines will be compulsorily retired on attaining 55 years of age, or at any age if found physically unfit for further service. They may also be allowed to retire at their own request at the discretion of the Admiralty provided they have attained 40 years of age.

Pensions will be awarded on the Naval Warrant Officers' Scale.

2 and 3. *Cancelled.*

(C.W. 19580/20.)

## CHAPTER XXXV.

## HIS MAJESTY'S LAND AND AIR FORCES AND TRANSPORTS.

## SECTION I. WHEN EMBARKED FOR PASSAGE.

**1212. Discipline generally.**—Whenever any of His Majesty's land or air forces shall be embarked as passengers in any of His Majesty's ships, the officers and soldiers or airmen from the time of embarkation shall strictly observe the laws and regulations established for the government and discipline of His Majesty's Navy, and for these purposes shall be under the command of the Captain of the ship as well as of the senior naval officer present; all military or air force officers or other persons under the equivalent rank of Captain, R.N., taking passage, and all military or air force officers in actual command for the time being of any of the troops or body of the air force embarked through whom orders given by the Officer of the Watch to the troops or body of the air force are required to pass, shall be under the command of the Officer of the Watch.

(N.L. 18956/21.)

**1213. Breaches of Discipline of Ship.**—Any act against the good order and discipline of the ship shall be deemed an act to the prejudice of good order and military or air force discipline under the provisions of the Army or Air Force Act in force, unless the breach of discipline constitute some other military or air force offence for which provision is otherwise made in the said Acts.

2. **Power of Captain of Ship.**—Whenever an officer, soldier or airman commits any act against the good order and discipline of the ship, the Captain of the ship, by his own authority, and without reference to any other person, may cause him to be put under arrest or confined as a close prisoner; and should he think the circumstances require it, may order the prisoner to be disembarked at the first



convenient opportunity, transmitting a report in writing, through the senior naval officer present, to the senior military or air force officer in command of the land or air forces, in order that the offender may be brought before a military or air force court-martial.

3. The Captain of the ship shall have full power, on his own authority, to order an offender, whether officer, soldier, or airman, to be placed in either naval, military, or air force custody as he shall consider most desirable, observing that where an offender is to be disembarked for trial by military or air force authority, he must be placed in military or air force custody on board the ship.

4. **Courts-Martial.**—If any officer, soldier or airman should commit any act which, in the opinion of the Commanding Officer of the troops or of the body of the air force embarked, can only be adequately dealt with by a general or district court-martial, the offender, with the concurrence of the Captain of the ship, shall be disembarked on the first opportunity for the purpose of being proceeded against according to military law or to the Air Force Act.

5. **Summary Punishment by Warrant.**—If any private soldier or aircraftman shall commit any act against the good order and discipline of the ship, which in the opinion of the Captain of the ship requires the infliction of any summary punishment for which a warrant is required by the summary punishment tables for troops or airmen embarked on board His Majesty's ships (Appendix XX.), and which he is hereby authorised to award, the Captain shall confer with the Commanding Officer of the troops or body of the air force embarked as to the nature and amount of the punishment, if any, to be inflicted, and on their concurrence the Captain by warrant under his hand, which should also bear the signature of the Commanding Officer of the troops or body of the air force embarked as concurring shall sentence the offender to suffer such punishment accordingly. In the event of the Commanding Officer of the troops or body of the air force not concurring with the Captain of the ship the latter is to cause the offender to be placed under arrest or confined as a close prisoner until the case can be referred to superior military or air force authority.

6. **Embarked without Military or Air Force Commissioned Officer.**—When any soldiers or airmen of His Majesty's land or air forces are embarked as passengers in any of His Majesty's ships, and there is no Commissioned Officer of the land or air forces on board, the Captain of the ship shall possess and may exercise in regard to any such soldiers or airmen, all the powers conferred upon him by clause 5 in the case of private soldiers or airmen without conferring with or obtaining the concurrence or signature of any officer of His Majesty's land or air forces.

On the disembarkation of such men, the Captain is to furnish the military or air force authority at the place of disembarkation with a return of the punishments awarded by him.

(N.L. 18956/21.)

7. Cancelled.

(N.L. 2502/23.)

8. **Authority to Commanding Officer of Troops or Body of Air Force.**—The Commanding officer of the troops or body of the air force, on his taking command of the troops or body of the air force embarked, will receive from the Captain of the ship authority under his hand, and in the form prescribed in the notes to Appendix XX., to award such summary punishments as are specified in the summary punishment table for the military or air forces (Appendix XX.), but such authority will not deprive the Captain of his right to withdraw the original authority given; in the latter case, however, he should report to the Admiralty the circumstances which induced him to deviate from the general rule.

9. **Management of Troops or Body of Air Force.**—All orders to the troops or body of air force embarked, so far as may be practicable, are to be given through their own officers and non-commissioned officers, and the Captain of the ship is to bear in mind that although the discipline of all on board is under his entire control, he is nevertheless to leave the troops or body of the air force embarked to the management of their own officers so far as may be consistent with the order and discipline of the ship.

10. **Special Exceptions.**—In special and exceptional circumstances where the Captain of the ship may deem it necessary for the good order or discipline of the ship to give such orders as may interfere with existing regulations, or may affect

the internal economy and discipline of the troops or body of the air force embarked, he is to make a special report of the circumstances to the Admiralty.

**11. Summary Punishments generally.**—All summary punishments for soldiers or aircraftmen embarked on board His Majesty's ships are to be in strict accordance with the summary punishment table for troops or aircraftmen embarked (Appendix XX.).

The following are to be awarded by the Captain :—

Number of Troop Punishment.	Authorised Summary Punishments for Private Soldiers.	Remarks.
1	Imprisonment with or without hard labour (not to exceed 42 days).	The offender loses a badge for any imprisonment or detention.
1a	Detention (not to exceed 42 days) - -	
2	Confinement in a cell (not to exceed 14 days).	
3	Stoppages in accordance with the Army Act, s. 138 (3) (i.e., the sum required to make good any expense, loss, damage or destruction occasioned by the commission of any offence); and Army Act, s. 138 (4) (i.e., the sum required to make good any expense, loss, damage, or destruction to arms, clothing, equipment, &c.) in cases referred by Officer Commanding the Troops.	Loss of a badge.

Number of Air Force Punishment.	Authorised Summary Punishments for Aircraftmen.	Remarks.
1	Imprisonment with or without hard labour (not to exceed 42 days).	The offender loses all good conduct badges, all ordinary pay for the period of the award, and time towards the award or restoration of badges. The sentence affects assessment of character and entails entry in Service Conduct Sheet.
1a	Detention (not to exceed 42 days) - -	
2	Confinement in a cell (not to exceed 14 days).	
2a	Deprivation of one or more good conduct badges.	The sentence entails entry in Service Conduct Sheet.
3	Stoppages in accordance with the Air Force Act, s. 138 (3) and (4), i.e., the sum required to make good any expense, loss, damage, or destruction to arms, clothing, equipment, &c.	The sentence entails General Conduct Sheet entry.

(N.L. 2502/23.)

**12. Offences punished on Disembarkation.**—The following schedule of offences, though not exhaustive, is intended to serve as a guide to the Captain in respect of offences which it is advisable to leave to the military or air force authorities to deal with after disembarkation, and for committing which he would therefore place the offender under arrest or in close confinement :—

- (a) Desertion.
- (b) Maliciously making false charges of a nature which would render the accused liable to a felonious charge.
- (c) Wilful disobedience of orders.
- (d) Selling or making away with medals or clasps.
- (e) Indecent assaults, or indecent acts of a grossly immoral character.
- (f) Mutiny or violence to a superior officer when the circumstances in the opinion of the Captain do not require the offender to be dealt with summarily.
- (g) Theft.

- (h) Unlawful possession of, or receiving stolen goods or money.
- (i) Fraud or cheating.
- (j) Misappropriating public stores or money.
- (k) Wilful destruction of Government property.
- (l) Seditious language.
- (m) Wilfully producing, concealing, aggravating, or feigning any disease or infirmity to the prejudice of the Service.
- (n) Wilful concealment of offences of a serious character against the Naval Discipline Act.
- (o) Any military or air force offence which the officer commanding the troops or body of the air force embarked considers requires trial by court-martial.

(N.L. 18956/21.)

\* \* \* \* \*

SECTION II. HIRED TRANSPORTS.

\* \* \* \* \*

ARTICLE 1223, CLAUSE 1.

\* \* \* \* \*

*In the United Kingdom.*

His Majesty's Dockyards	- -	The Superintendents.
River Thames (and undermentioned ports if on the spot).		The Naval Assistant Director of Trans-
Cardiff	- - - -	ports.
		The Superintending Transport Officer
		(for coal duties).
Dublin	- - - -	The Commanding Officer, Kingstown
		Area.
Liverpool	- - - -	The Admiralty Transport Officer.
Southampton	- - - -	The Admiralty Transport Officer.
Other Ports	- - - -	The Senior Naval Officer.

*Abroad.*

(M. 41000/20.)

\* \* \* \* \*

**4. Officer in Charge of Drafts in Transports, &c.**—An officer proceeding in charge of drafts of seamen or marines, whether in a transport or a freight ship, is not to be appointed as an Officer for Transport Service; but he is to follow, so far as applicable to the case, the rules as laid down in the Regulations for His Majesty's Transport Service.

**Discipline.**—The officers and men under his orders are subject to the Naval Discipline Act, and they are to wear uniform as in a man-of-war. They are to be organised into divisions, and to carry out so far as practicable the routine followed in one of His Majesty's ships for the maintenance of discipline, and for cleanliness, health, and comfort.

**Misconduct.**—The officer in charge of a draft has power summarily to try and punish the ratings under his orders, precisely as if he were an officer in command and they part complement of one of H.M. Ships. But should he consider it impossible himself to punish an offender on passage the officer in charge may report particulars of the offence to the Captain of the depôt or other of His Majesty's ships, to which the offender may be transferred on arrival at his destination, with a view to the necessary steps being taken for his punishment. If, however, the offence is of a serious nature, he is to acquaint the Senior Naval Officer at the first port of call at which any of His Majesty's ships may be present, in order that the man may, if necessary, be transferred to a man-of-war for punishment or custody.

(N.L. 11618/22.)

\* \* \* \* \*

SECTION IV. ROYAL AIR FORCE.

**1226a. Naval Custody.**—Persons subject to the Air Force Act and charged with offences punishable under that Act may be taken into naval custody. Requests from Air Force authorities for such persons to be kept in naval custody are to be complied with.

(N.L. 9538/18.)

## CHAPTER XXXVI.

## MEDICAL.

## SECTION I. SURVEYS ON INVALIDS. \*

**1227. Surveying Officers.**—Surveys upon subjects for invaliding are to be held under the authority of the Commander-in-Chief or of the Senior Officer present by three medical officers, including the Surgeon-General or Deputy Surgeon-General in medical charge of the fleet, if any; when the survey takes place at a naval hospital it will be presided over by the Principal Medical Officer.

**2. Injuries not affecting Bodily Health.**—When a survey at a naval hospital is held on an Officer or man who is brought forward from the hospital for invaliding owing to an injury which does not affect his bodily health, and is not likely to lead to further surgical complications, the Board of Survey is to state whether, in their opinion, such injury alone would debar the subject from the proper performance of his duties. If a recovery from a simple uncomplicated minor injury occur on board a ship, the subject is not to be submitted for survey at a hospital, but the Captain of the ship is to decide as to his further fitness.

**3. Injuries impairing Bodily Health.**—If a man is brought forward for survey on account of any injury which renders him unfit to perform his ordinary duties or by which his bodily health is impaired, the surveying officers are to give an opinion as to the duties which the man's health would enable him to undertake, and whether it is such that he may be recommended for service in the Reserve.

**4. Claims to Naval Pensions.**—Seaman and Marines invalided will be examined as to their claims for naval pensions, under Article 1933, on the same days as those on which the invaliding surveys are held.

(N.L. 7397/13.)

## ARTICLE 1229.

\* \* \* \* \*

**2. Marines from Headquarters.**—Officers of Royal Marines from headquarters are to be surveyed at the naval hospital; the Medical Officer of Marines who accompanies them to the hospital will sign the reports.

Marines sent from headquarters to be surveyed are to be accompanied by a Royal Marine Officer and a Medical Officer of Marines.

(N. 16034/21.)

**1231. Reports of Survey on Officers.**—The reports of survey (Form S.332) upon each officer found incapable of continuing on the station where he is employed or in active service are to be made out in duplicate and signed by the surveying officers; they are to be delivered by the senior surveying officer to the Commander-in-Chief, or Senior Officer, who will give his decision as to the officer's disposal. One copy of the report, bearing the decision and signature of the Commander-in-Chief or Senior Officer, is to be sent to the officer surveyed, and the other copy to the Secretary of the Admiralty.

**2.** The fact of an officer being invalided is at once to be telegraphed by the Commander-in-Chief or Senior Officer to the Admiralty stating the cause, together with the name of the steamer or route by which the officer will return to England, the port, and probable date of arrival.

**3.** A commissioned officer invalided abroad shall send the report which he receives to the Admiralty as soon as he arrives in any part of the United Kingdom; and a commissioned warrant or other warrant or subordinate officer is to present it at the hospital he may repair to, or to the Captain of the ship to which he may be discharged. See 1235 (*Survey at Admiralty on arrival Home*).

(N.L. 7397/13.)

**1233. Reports of Survey on Men.**—Separate reports of survey are to be made out on Form S. 332a for—

- (a) Seamen and boys;
- (b) Coastguard men;
- (c) Marines embarked, or from headquarters.

**Disposal of Reports.**—The reports, after having been duly signed, are to be delivered or forwarded immediately to the officer ordering the survey, who will, as soon as possible, give the final decision as to the disposal of the men. (*See 1168, Clause 2—Invaliding of Marines.*) The reports are then to be sent to the Admiralty.

**2. Surveys on Marines.**—For Marines at the home ports the report of survey (Form S. 332a) is to be sent to the Commander-in-Chief for any necessary action, and is then to be returned to the hospital, where it is to be retained as a record. (*See 722, clauses 3–6 (Offenders in Hospital).*)

(N.L. 7397/13.)

#### ARTICLE 1235.

\* \* \* \* \*

2. *Cancelled.*

\* \* \* \* \*

(M.D.G. /22.)

### SECTION II. HOSPITAL AND SICK QUARTERS.

#### ARTICLE 1237.

\* \* \* \* \*

**2. Particulars of any rating retained in hospital for a period of 15 months** should at once be reported to the Medical Director-General in order that the necessary steps may be taken as regards his invaliding.

(N.P. IV./104/21.)

**1245. Men invalided.**—When the Commander-in-Chief or Senior Officer has approved the discharge of a man, invalided, from the Service, the Captain of the ship upon whose books the man is borne is to certify to the fact by his signature on the Service Certificate.

The invaliding of a Marine is to be notified to the Colonel Commandant of his division. *See 829, Clause 7 (Assessment of Character) and 1168, Clause 2 (Disposal of Marines); and Articles 90 and 397, Instructions for the Royal Naval Hospitals at Home.*

(N. 3055/23.)

**1246. Landed for Treatment.**—If the necessity should arise for landing sick officers or men at a place where there is no hospital or sick quarters, the Senior Officer is to make the best arrangements in his power. If the services of a private practitioner are necessary, he is to enter into a contract with him for the attendance and medicines for each patient, and the victualling also if deemed expedient, on such terms as may be best for the public service, with due regard to the comfort and care of the patients. When an officer is sick on shore and being treated in his own home, a weekly report, where possible, is to be rendered to the Medical Director-General by the Medical Officer of the ship or establishment to which he belongs. The report is to state how long the Officer is likely to remain absent from duty.

(C.W. 11578/23.)

\* \* \* \* \*

4 and 5. *Cancelled.*

(C.W. 18541/20.)

**1248. Subsistence.**—When officers and men of the Naval, Military, or Air Services are subsisted in the hospitals of either of the other Services, the cost of their maintenance will be charged against the appropriate Department at the following rates:—

Officers	-	-	-	-	-	-	-	-	12s. a day.
Men	-	-	-	-	-	-	-	-	10s. a day.

2. The charges should not be recovered by the hospital concerned, but quarterly reports are to be rendered to the Accountant-General of the Navy regarding officers and men of the Military and Air Services subsisted in Royal Naval hospitals and should contain the following information :—

Name, rank and regiment (or rating with official number). (If the officer is on the half-pay list, it should be so stated.)

Date of entry and whence received.

Date of discharge and to what place.

Nature of disability and (for officers) date and place of origin of disability and whether attributable to military service; or (for other ranks) whether disability was due to their own fault.

Number of days, rate and total charges for the period.

3. Claims in respect of maintenance of Naval personnel in Army or Air Force hospitals which may be received by His Majesty's ships or naval establishments should not be paid locally, but should be forwarded to the Accountant-General of the Navy to be dealt with.

(C. II./7012/20.)

**1250. Funerals at Naval Hospitals.**—If a person belonging to the Fleet should die on board a ship at a place where there is a naval hospital, the body is to be sent to the hospital for interment; but if the friends of the deceased desire to undertake the burial, the body is to be delivered up to them, and a sum in aid of the funeral expenses, not exceeding the cost that would have been incurred had the funeral been carried out by the hospital authorities, is to be allowed them if they apply for it. This is to apply also to officers and men of ships who may die at their homes or elsewhere on shore, at any place where there is a naval hospital, and whose friends may prefer that they shall be buried from their homes rather than be sent to the hospital for interment wholly at the public charge.

\* \* \* \* \*

**1251. Funerals away from Naval Hospitals.**—Officers and men of ships, including any on leave, who die at a place where there is no naval hospital or burial ground, may be interred at the public expense. If, however, their friends wish to undertake the burial, the body is to be delivered up to them, and a sum in aid of the funeral expenses, not exceeding the limits prescribed in Clause 1a, if applied for, may be allowed.

1a. The maximum amount payable from Public Funds in such cases in respect of the funeral, in accordance with clause 1, of an officer is 14l., and for any other person 7l. 10s., whether the funeral is conducted by the naval authorities or by the relatives of the deceased. These sums are intended to cover the actual cost of the interment, viz., the undertaker's charges, fees to cemetery authorities, the officiating Minister, gravediggers, &c., and the cost of the grave itself, and are not to include the cost of hat-bands, scarves or gloves, nor any expenditure for the erection of a tombstone or monument. Proper vouchers for the payments are to be transmitted by the Accountant Officer with his Cash Account, and, should it be found impossible to keep the expenditure within the foregoing limits in any particular case, a special report on the subject is to be forwarded by the Commanding Officer or Coastguard Captain through the usual channels.

1b. For the burial in the United Kingdom of a man belonging to the Fleet or Coast Guard the undertaker employed (who should be selected by competition if circumstances admit) is to be required to supply a coffin according to the specification printed in Appendix XXI.

1c. If the relatives of a deceased officer or man belonging to the Royal Navy or Royal Marines desire that the body shall be sent home for burial, the reasonable expense of conveyance from the place of death to the home of deceased is to be allowed from Public Funds—provided that both places are within the United Kingdom, and that the death is not clearly due to the deceased's own misconduct—in addition to the cost of the funeral, or grant in aid of the funeral expenses as provided for above.

(N.L./G. 5707/22.)

\* \* \* \* \*

1252. Cancelled.

(C.W. 7319/13.)

## SECTION III. DUTIES OF MEDICAL OFFICERS.

*Surgeon Rear-Admiral or Surgeon Captain.*

**1254. When in a Hospital Ship.**—When in a hospital ship the Medical Officer in Charge is to have medical charge of all the patients, and he is to visit them regularly morning and evening or more often, if necessary. All internal arrangements of the ship in so far as they relate to her functions as a naval hospital are to be entirely under his control. He is also to be responsible for the permanent naval staff on board except in regard to the sending and receipt of signals. The signalman is to act under the instructions of the Master as regards all signals affecting the navigation of the ship and other duties of the Master, and under the direction of the Medical Officer in Charge as to messages on matters for which the Medical Officer is hereby made responsible.

2. The Medical Officer in Charge will receive a copy of the sailing orders sent to the Master, and the latter will consult with him before arranging details as to the time of arrival at or departure from a port, and generally whenever any question arises as to the future movements of the ship. Having in view the comfort of the sick and the treatment of serious cases, he will confer with the Master whenever necessary in regard to the destination of the ship while at sea, the reduction or acceleration of speed or any modifications of drills, coaling or other operations while at sea, or when in port which may appear to him to be necessary in the interests of the patients. The Master will be guided by his representations so far as the safety of the ship will allow.

3. The parties required to embark or disembark patients and naval ratings are to be requisitioned by the Medical Officer in Charge and are to be under his direction.

4. When the Medical Officer in Charge and the Master are in uniform and going on board a man-of-war the Medical Officer is to be considered the senior and to take precedence.

5. A defect book is to be kept in which all defects to the ship or hospital are to be entered by the Master and the Medical Officer respectively. This book will be sent to the Medical Officer daily by the Master for information. The Medical Officer is to prepare separate lists of dockyard defects of his own Department and forward them to the Superintendent or senior officer of the Dockyard to which the ship is assigned for repair, in accordance with Article 1092. These defect lists are to bear the signature of the Master of the ship as well as that of the Medical Officer in Charge.

6. He is to confer with the Master in regard to any suggestions as to the fittings and internal arrangement of the ship in so far as they relate to her function as a hospital ship. Such suggestions are to be submitted by him to the Medical Director-General, who will transmit them to the Admiralty Department concerned. They are also to bear the signature of the Master.

7. In the event of any accident occurring, such as fire or collision, or on any occasion necessitating taking to the ship's boats, all persons on board, including the naval staff, are at once to come under the direction of the Master of the ship.

(M. 10406/23.)

1261.—*Cancelled.*

(N. 7397/15.)

## ARTICLE 1262.

\* \* \* \* \*

<p>(c) Correspondence relative to individual officers and men borne on her books on subjects other than (b). Reports and returns relative to the fleet generally, or to ships other than the hospital ship.</p>	}	<p>Direct to the Commander-in-Chief or Senior officer present.</p>
---	---	--

(d) Cancelled.

(M. 10406/23.)

*The Principal Medical Officer of a Fleet.*

**1264. General Instructions.**—The Medical Officer of the senior flagship of a fleet, or of a detached and independent squadron, is to be recognised as the Principal Medical Officer of that fleet or squadron. He will be appointed on the staff of the Commander-in-Chief or of the Flag Officer commanding the independent squadron and will wear an aiguillette. He will act as the Admiral's principal adviser on all medical and sanitary matters connected with the fleet and it will be his duty to make a systematic medical inspection of the various ships as frequently prescribed in Art. 423, clause 1, reporting the result to the Admiralty on Form 426f through the usual service channels. He will have direct access to the Admiral and be in a position to propose for his consideration any measures likely to conduce to the efficiency of the medical organisation of the fleet, and he will be directly responsible to the Admiral for keeping him informed on these matters generally.

(N.L. 14733/13.)

**2. Weekly Health Report Summary.**—The Principal Medical Officer of the flagship of a fleet or of a squadron is to deliver to the Commander-in-Chief or to the Flag Officer commanding the squadron, a weekly summary on Form S. 159A of the reports on the general health of officers and men received from ships of the fleet or squadron carrying a Medical Officer (*see* 1306a).

(N. 2111/23.)

*The Naval Health Officer.*

**1264a.**—The Naval Health Officer of a port is to be recognised as the specialist in all health matters that arise in the Command where the port is situated.

2. He will be appointed on the technical staff of the Commander-in-Chief of the individual Command.

3. He will act as the Commander-in-Chief's adviser on all health and sanitary matters connected with the Command; it will be his duty to report weekly to the Commander-in-Chief on the general health conditions in the Command with special reference to zymotic diseases and he will report at once any matter requiring special action.

4. He will consult with the Principal Medical Officer of the port, if necessary, before reporting any special matter to the Commander-in-Chief, and he will send copies of all reports to the Principal Medical Officer.

5. He will act as the connecting link with the medical officers of the various separate establishments in the Command on all health matters and keep in close touch with the Works Department and consult with the Officer in Charge of Works on all sanitary questions connected with naval buildings. He will associate himself with the military and civil Medical Officers of Health in the Command and organise a proper system with them for the interchange of all information affecting the health of the population in the Command.

6. He will be available under direction from the Commander-in-Chief for consultation on all sanitary matters with the Superintendents of civil establishments.

7. Except as provided above, the administration of health and sanitary matters arising within the Dockyard or other Naval Establishments under the Admiral or Captain Superintendent will not come within his province.

8. He will have access to ships alongside dockyards or in dock, so as to deal with such questions as may concern the health of their personnel, or their sanitation.

9. He will have direct access to the Commander-in-Chief and be in a position to propose for his consideration any measures likely to conduce to the efficiency of the sanitary arrangements of the command.

(C.W. 14777/20.)

*Surgeon Commander or Surgeon Lieutenant Commander or Surgeon Lieutenant in Charge.*

**1284. Infectious Disease.**—When an infectious disease breaks out he will at once apprise :—

(a) The Captain for the information of the Commander-in-Chief or senior officer present. If the ship should be absent from a flag or senior officer the Captain is immediately to communicate the particulars direct to the Admiralty as provided in Article 1863.



(b) The Naval Health Officer on the staff of the Commander-in-Chief if the disease occurs in the Portsmouth, Plymouth or Nore commands; if elsewhere, the Principal Medical Officer of the fleet or squadron, if any; otherwise the Medical Director-General.

(c) The local military medical authority if the disease occurs among naval units in a district in which troops are stationed; and

(d) The Medical Officer of Health, if any, of the district involved.

Fullst details of the disease are to be communicated and the reports to naval authorities are to include details as to the health of the ship's company generally. Particulars are also to be shown in nosological returns.

Instructions are contained in Form S. 1123/M. 75 as to the diseases to be notified, &c. Reports as to contact with small-pox should state, in addition to the usual details :—(a) whether the subject has been vaccinated or requires revaccination; (b) the last date of contact.

1a. The authorities of a civil hospital in which an officer or man of the Royal Navy is undergoing treatment for scarlet fever are to be asked not to discharge the man for at least six weeks. If this is not possible he should complete six weeks' quarantine in the nearest naval infectious hospital.

2. After an epidemic of infectious disease on board, the Medical Officer, in conjunction with the Captain, is to decide as to the necessity for disinfection, and whether it shall include the whole or only part of the ship.

If the epidemic has been that of a serious infectious disease it will be necessary to disinfect the whole ship.

Disinfection is to be carried out under the personal supervision of the Medical Officer in accordance with the approved Admiralty procedure.

(N. 3404/22.)

**1285a. Enteric Fever, Dissemination.**—In order to prevent the dissemination of enteric fever by means of "typhoid carriers," all persons who have recently had enteric fever are to attend as convenient at the nearest naval hospital to have their urine and faeces tested on three occasions at about monthly intervals after their return to duty.

2. Inquiry is always to be made into the previous history of all men :—

(a) Engaged in domestic service or in handling of food, &c.

(b) Cleaning filters and tanks.

(c) Manufacturing mineral water and serving in the canteen (including civilians).

Those only temporarily thus employed are to have a clean history sheet as regards typhoid. When handling of food, &c., forms part of a man's permanent duty, he should not be re-employed after any future attack of enteric fever without an extended examination, and should at least have impressed on him the absolute necessity of cleanliness of micturition and of defaecation.

3. When a case of typhoid appears to have been possibly infected on board the ship, examination of those in close association with affected men and engaged in handling food is always to be carried out, and, when possible, the Widal reaction should be tested in the case of those contacts.

4. Patients with gall bladder symptoms should be regarded as under suspicion.

5. Special attention is to be paid to milk and green salad, and unless the source of the milk is well known, under supervision, and beyond suspicion, it should always be sterilised by boiling, and the Ortol test used as a check. This precaution is especially necessary on Foreign Stations (the materials for the Ortol test may be demanded).

6. This subject is in future to be noted and remarked on in each journal returned by the Medical Officer.

7. **Dysentery Carriers.**—These instructions, as far as they apply, are to be carried out for dysentery carriers.

(M.D. 3179/14.)

#### ARTICLE 1286.

\* \* \* \* \*

2. **Samples of Air** are to be sent to the Naval Medical School, Greenwich, for analysis when any doubt exists with regard to the purity of the air in ship's spaces.

Bottles for the collection, of such samples should be demanded, when required, from the Medical School, Greenwich, and returned to that Laboratory for analysis. These samples are invariably to be accompanied by a report in which should be noted :—

- (a) Whether the vessel was at sea or in harbour when samples were taken.
- (b) The ventilation, both artificial and natural, actually in use.
- (c) The wet and dry bulb temperatures, both in the compartment examined and in the open air.
- (d) The cubic space per man actually occupying the compartment at the time.

(M.D.G. 6442/19.)

3. **Samples of Air from all Submarines** for the routine estimation of its CO<sub>2</sub> content are to be sent for analysis to the Professor of Hygiene, R.N. College, Greenwich.

4. **Gases, Poisonous and Combustible, in Submarines.**—Whenever a battery in a Submarine shows signs of generating unusual gases or an unusual quantity of gas the circumstances are to be specially investigated locally. In such cases, if an analysis of the air in the Submarine is desired, large samples are to be forwarded to the Admiralty Chemist for analysis as soon as possible after they have been taken.

5. The Captain (S), or Commander (S), of the Submarine Flotilla concerned is to decide whether the Submarine should or should not remain out of action until the cause has been ascertained and the defect remedied.

(S. 5409/21.)

1293. **Water Supply, Precautions.**—Whenever supplies of water are to be taken on board from shore or rivers for drinking or cooking purposes he will make a thorough enquiry as to its source and the surroundings of the source and any possible means of contamination there or during its conveyance to the ship.

2. Before the water is taken on board he will institute as careful an analysis (Form M. 191) as is possible with the chemical tests supplied. All such analyses are to be duly recorded in the medical journal.

3. If any doubt exists as to the purity of the water under observation he will at once inform the Captain in order that it may be rejected altogether.

4. **Cleansing of Water Tanks.**—In order to prevent infection, water tanks are to be cleaned by Naval ratings and not by contractors; this work is to be carried out under medical supervision and the clothing and footwear of the men who actually enter the water tank is to be disinfected previously.

5. **Exhaustive Analysis.**—It must be understood that a good standard result from the analysis referred to in clause 2 does not necessarily mean that the water is potable. This can only be proved by bacteriological examination, and when a complete analysis of the drinking water of Shore Establishments in the United Kingdom is considered necessary it is always to be carried out at the Naval Medical School, R.N. College, Greenwich.

(N. 14775/20.)

#### ARTICLE 1294.

\* \* \* \* \*

3. **Tuberculosis.**—With a view to the prevention and early detection of cases of tuberculosis in His Majesty's Navy, constant medical observation is to be made of men with a history of hæmoptysis, bronchitis, pleurisy, or who appear to be in a low state of health, and of those who are found to be losing weight. Men who suffer from colds and coughs should be encouraged to seek for advice. When medical examination of the ship's company takes place, special attention is to be paid to possible cases of pulmonary tuberculosis.

4. The weight of all Officers and men under the age of 36 is to be taken once every quarter and recorded in a book kept for the purpose. This duty is to be carried out by Physical Training Officers or Instructors and the record is to be communicated to the Medical Officer.

5. So far as is possible the chests of all men are to be thoroughly examined before draft. This applies especially to small drafts and drafts for Foreign Service. As soon as possible after a ship commissions, a thorough examination of the chests of all men is to be made, beginning with the men on the sick and excused list and anyone attending the Sick Bay for examination, *e.g.*, any men in small drafts leaving or joining the ship, who have not been examined lately. When a Medical Officer for Physical Training is borne, he is to note the state of the chests of all men passing Physical Training. The examination of chests by Medical Officer is, so far as possible, to coincide with the recording of weights by the Physical Training Officer or Instructor. The result of every examination is to be entered on a man's medical History Sheet. In order to prevent repeated unnecessary examinations, the result is also to be noted in an Alphabetical Book to be kept in each ship.

6. In order to diminish dust, the decks are to be damped with a disinfectant before sweeping up, but any great dampness between decks is to be avoided. Every endeavour is to be made to prevent spitting on the deck, and this point is to be emphasised in health lectures.

7. Blankets and deck cloths are to be sterilised from time to time, as necessary by ships carrying disinfectors.

8. All fresh milk is to be pasteurised, or boiled, before issue, and the result verified by the Ortol test.

9. On a ship paying off, notes of those men who have been under observation are to be sent to the Medical Officer in charge of the dépôt, who will send like notes to ships on commissioning.

(N. 15113/12.)

10. **Influenza.**—A prophylactic vaccine against influenza can be procured on application from the Professor of Pathology, Naval Medical School, R.N. College, Greenwich, S.E. Inoculation is to be entirely voluntary. All empty bottles and caps are to be returned to the Professor of Pathology.

11. **In H.M. Ships.**—All possible prophylactic measures are to be adopted when an outbreak occurs, to limit or prevent the spread of the disease. These should include:—

(a) Spacing out of hammocks so far as is feasible and arranging so that the occupants shall lie head and feet alternatively.

(b) Systematic throat spraying of the entire personnel. This should be repeated as often as practicable. A one per cent. solution of sulphate of zinc is recommended for this purpose.

(c) Frequent gargling with antiseptic solutions and the use of Formamint lozenges.

(d) Every effort should be made thoroughly to disinfect living spaces, offices, &c., by means of Formalin and Izal spraying, keeping them closed up afterwards for three or four hours, followed by free ventilation and scrubbing out with soap and water and Izal.

(e) Free airing of clothing and hammocks.

(f) All bedding and hammocks should be disinfected as opportunity occurs.

(g) All men joining the ship should be inspected daily by a medical officer for a period of ten days.

(h) Any cases of catarrh must be looked upon with suspicion and dealt with accordingly.

(i) Attention is directed to Clauses 6 and 7 of this Article.

12. **In Dépôts and Shore Establishments.**—In epidemics of influenza, especially when complicated with pneumonia, all preventive measures are to be taken at dépôts and shore establishments.

The following measures are to be carried out in such establishments immediately an outbreak occurs:—

(a) Spacing out occupants of barrack rooms so that there shall be not less than 2 ft. 6 ins. between each hammock, and that the men shall lie head and feet alternatively; those over the number that can thus be accommodated are to be put under canvas or otherwise disposed of (*e.g.*, billeted).

(b) Systematic throat spraying of the whole personnel should be carried out to the fullest possible extent, and repeated as often as practicable. A one per cent. solution of zinc sulphate should be employed, and in the case of steam spraying an exposure of 10 to 12 minutes in the spraying chamber is recommended.

(c) Throat swabbing should be carried out.

(d) Any barrack room where any catarrhal condition has manifested itself should be evacuated and disinfected with Formalin.

(e) A scheme for the segregation of a large number of men in the event of the occurrence of such an epidemic in naval depôts should be kept in readiness, so that it can be put into operation immediately should occasion arise, in order that there may be no interference with drafting.

(N. 14773/20.)

# ARTICLE 1295.

\* \* \* \* \*

**1a. Treatment on Board.**—The following instructions, indicating the broad lines on which the subject should be treated on board vessels of war, are to be served :—

(a) In armoured ships it may be possible during an action to bring the wounded to the dressing stations, and thus clear the fighting parts of the ships (turrets, &c., excepted), but in other ships all that can be done is to place the wounded in a comfortable position near where they fall and out of the way of the combatants.

(b) Nothing but first aid should be attempted during action. It is probable that opportunities would occur during lulls when the Captain of a ship might summon, by some pre-determined bugle call, the whole of the medical officers and their staff to render assistance whenever it may be required.

(c) It is very important that a suitable position should be provided for the medical officers of the ship. Their lives are of the greatest possible value when regarded from the standpoint of the sick and wounded. For this reason all medical officers should be stationed under the best possible protection, due regard being had to the possibility of their being incapacitated if retained during a prolonged action under atmospherical or other conditions likely to prostrate them.

(d) Two distributing stations should be determined upon (if not laid down in the vessel's design) where all medical stores, instruments, &c., should be placed for their conservation, and whence the "first aid" supplies could be replenished. These stores should be duplicated as far as possible so that in the event of one portion being destroyed the other part would be available. In addition to these two stations provision should be made for the supply of "first aid" in other parts of the ship.

(e) In the absence of a hospital ship, the most suitable place for the treatment of wounded after action probably in all classes of vessels will be some portion of the upper deck properly screened in, so as to afford some protection against the weather and yet to permit of the freest ventilation. Failing the use of the upper deck for this purpose owing to objections which might at the time be considered paramount, the places selected must be the very best the vessel can offer.

In the event of the possibility of a further action being fought, it will be essential to remove the wounded to spaces between decks under whatever protection can be obtained.

(f) In selecting a situation for the performance of pressing operations and other surgical work after action, the choice must be governed by the conditions which obtain at the time. In many ships it is probable that the best possible space will be found on the upper deck. Between decks the Captain's forecabin is, in all larger vessels, probably the most suitable place, taking into consideration questions of light, ventilation, &c., and its temporary occupation would inconvenience the fewest number of persons.

(M.D. 8123/15.)

**2. Instruction in First Aid.**—He is to arrange for the instruction of officers and men in the principles of first aid to the injured and is responsible that the neces-

sary appliances for use by those instructed are readily available in the parts of the ship where they will be needed in action.

3. He is to pay particular attention to the first aid training of those officers and men told off to assist the medical staff in action and afterwards. Such officers and men are, in addition to first aid, to be given instruction in some of the simple nursing rules.

(N. 17853/12.)

\* \* \* \* \*

ARTICLE 1302.

\* \* \* \* \*

2. The Medical Officer will also give as early information as possible to the Principal Medical Officer of the number of patients to be sent to the hospital, and the probable time at which they will be disembarked, in order that due preparation may be made for their reception. When practicable, a medical officer is to accompany the patients to see that they are properly received at the hospital or sick quarters, and that they are conveyed thither with as little inconvenience as possible; and should two boats be required, he is to be sent in the one with the worst cases in order to afford ready relief on the passage. A detailed statement regarding each patient, sealed up, is to be delivered with the patients at the hospital, showing the manner in which they were first seized, the nature and progress of their disorders, the means used for their cure, and whether there is reason for suspecting any of their complaints to be feigned. When discharging patients to hospital, to a hospital ship or to sick quarters the Medical Officer is also to note on Form M. 82 or M. 188 all facts as to previous illnesses or injuries which are likely to give information whether the disease or disability was present prior to entry into the service, or was developed subsequently.

(N. 14772/20.)

3. In nominal lists, baggage, labels, and all correspondence relative to the transport of naval sick and wounded, the name of the ship to which the case belongs should always be stated. The name of the parent ship of small craft should also be stated (in brackets) after the name of the ship in which the patient is actually serving when placed on the Sick List.

(M.D.G. 10280/17.)

**1306a. Weekly Health Report.**—The Medical Officer is to deliver weekly to the Captain a report on the general health of officers and men on Form S. 159.

(N. 2111/23.)

**1309. Particulars in Journal.**—In his journal he is to give the daily symptoms of particular cases, including all those sent to hospital, invalided, or dead, being careful in every case to record the "place where" as well as the "date when" the patient was placed on the sick list; details of vaccinations and re-vaccinations (see 1316, Clause 5a); and, under the head of General Remarks, a history of the complaints prevalent in the ship during the period of the journal, as well as any information of a professional character, or in connection with the collateral sciences that he may think of value. If any malignant or infectious disease make their appearance, he is to endeavour to trace them to their source, to account for their introduction, and to explain the means used for destroying the infection and preventing their reappearance.

(N. 3404/22.)

\* \* \* \* \*

**1310. Medical Documents.**—A medical history sheet (Form S. 446) is to be provided for each man or boy on entry by the Medical Officer, by whom these documents are to be kept and carefully filled up.

The name is to be written in *Block Letters* in the space provided.

2. Medical history documents are always to be kept by the Medical Officer of the ship or establishment in which the man is serving, and are to be forwarded by him direct to the Medical Officer of the ship or establishment to which the man is discharged immediately on discharge. Accordingly, Commanding Officers are to ensure that the Medical Officer is given early notice of discharge of ratings and is furnished with a list of men ordered to be drafted. On final discharge or death,

medical history documents are to be forwarded immediately to the Medical Director-General for record purposes, except where death is due to accident, when documents are to be retained temporarily on board until any necessary enquiry has been held. The receipt and disposal of medical history documents is to be recorded in a Memorandum Book (Form S. 1295).

The Commanding Officer will be responsible for the custody, notation and disposal of the medical history documents of ratings sent to ships having no parent ship and in which no medical officer is borne.

(N.L. 3619/23.)

3. If a medical history document is missing, this fact is at once to be made known to the ship or establishment from which it should have been received, and the ship or establishment will be held responsible for the issue of a new sheet, with date and cause of loss of previous certificate inserted.

4. When men or boys are being medically examined, the Medical Officer will enter on the medical history sheet all marks and scars on the person or other peculiarities congenital or otherwise, which would be useful for future identification, if already noted, he is to verify, and, if necessary, amend the previous identifications.

5. The sickness of men and boys on leave is to be shown on the medical history sheet.

6. Medical history documents are never to be allowed to be in the possession of any Petty Officer or non-commissioned officer, man, or boy, other than Sick berth ratings in the execution of their duty.

7. At all inspections, the Inspecting Officer is to insert on the report a note as to whether the rules respecting medical history documents are observed.

8. The entries of diseases or injuries on medical history sheets, or on other medical documents are to be of the actual diseases or injuries from which the rating is suffering, and not the heading under which the diseases or injuries are classified, in accordance with the nomenclature of diseases, e.g., "Catarrhal Conjunctivitis" and "Neurasthenia" are to be entered as such, and not as "disease of eye" and other diseases of the nervous system."

When recording cases of Syphilis, care is to be taken that all cases which are not being diagnosed for the first time, are to be shown as "late record."

Minor injuries are always to be recorded whether the rating has been on the Sick List or not.

The fact of an injury having been contracted on duty or otherwise, is always to be stated.

9. All medical documents are to be kept and passed from ship to ship in the cover for them (Form S. 446a).

10. If considered desirable, the contents of the medical history sheet cover relating to a rating sent to a civil or military hospital may be extracted and forwarded in an envelope marked "Confidential" to the Principal Officer of the hospital with a request that they might be kept locked up; also that special effort might be made to prevent their loss. Full details of the disposal of the documents should be noted in pencil on the cover and, if the rating ceases to be borne on the books of the vessel from which he was sent to hospital, instruction should be sent to the hospital as to the disposal of the medical history documents.

11. The medical documents of all Royal Air Force personnel borne in H.M. Ships are to be kept on board and dealt with in the same way as those of ratings in the Royal Navy.

12. Any medical history documents discovered belonging to men whose disposal cannot be traced, are to be forwarded to the Accountant-General for disposal.

13. On a rating joining a ship, medical history documents should be scrutinised in order that diseases such as Malaria, Syphilis, &c., may be efficiently dealt with.

14. The Medical Officer is to report cases of non-compliance with instructions regarding medical history sheets to his Commanding Officer, for such action as the latter may deem necessary.

(N. 10573/22.)

1312. Examination for Admission to or on Re-engagement in Navy.—When a Medical Officer is examining any person for admission into, or on re-engagement

in, the Naval Service or the Royal Marines, he is first to observe whether he is deformed, or lame, or has an impediment in his speech, or is of weak intellect; whether he has any marks of wounds or injuries of the bones of the head; whether the sight of either eye is defective, or the perception of colours imperfect, each eye being separately examined by means of Snellen's tests; or whether the hearing of either ear is impaired. Should any of these or other mental or physical defects exist to such an extent as might, in the opinion of the examining officer, disqualify him for the efficient discharge of his duty, he is to report him unfit.

(N. 1780/20.)

\* \* \* \* \*

**1316. Vaccination and Re-vaccination.**—All persons entering the Service are to be vaccinated, or, if considered necessary by the Medical Officer, re-vaccinated. Should no results follow on the first operation, a second vaccination is invariably to be performed. The operation upon candidates for artificer and artisan ratings is to be deferred till they have been finally accepted for the Service.

2. Vaccination is to be made with calf lymph from a recognised establishment which is carried on under proper supervision.

3. No person shall be considered re-vaccinated who has had the operation performed with lymph taken from the arm of a re-vaccinated person, but persons so re-vaccinated shall again be vaccinated with lymph taken from the source specified below.

4. On both the home and foreign stations the Medical Officer will obtain supplies of calf lymph by written application to the principal Medical Officers of the naval hospitals; on foreign stations, if supplies cannot be obtained at the naval medical depôts, such calf lymph should be locally purchased, but if such cannot be procured application is to be made at once to the Medical Director-General.

(N.L. II./49045/16.)

4a. A medical officer is to see each case of primary vaccination daily from the appearance of the vesicles until the scabs fall off. Men re-vaccinated before proceeding on drafting leave need only be examined on return from leave, but all necessary precautions are to be taken to prevent sepsis.

5. A notation of the date of vaccination or re-vaccination is to be made by the Medical Officer on each man's medical history sheet, specifying the result, whether successful or otherwise, and such cases only are to be considered successful in which either vesicles, normal or modified, or papules surrounded by areolæ, have resulted. When the first operation is followed by no result, which should, however, be rare when it has been carefully performed, vaccination should be repeated in 14 days from the first attempt.

5a. Particulars of all vaccinations and re-vaccinations are to be included in the journals (see 1308 and 1309) of medical officers and in the medical and surgical returns of naval hospitals and marine infirmaries.

(N. 3404/22.)

6. The Medical Officer, as soon as convenient after he joins a ship, will satisfy himself by examination of the medical history sheets, or when necessary by personal inspection, that each officer and man has been successfully vaccinated, and when necessary re-vaccinated, and so also with regard to every officer and man who may subsequently join, except those borne for disposal or as temporary supernumeraries in home ships, and whose stay in them will be but short.

\* \* \* \* \*

10. No punishment or penalty is to be incurred for declining vaccination or re-vaccination on conscientious or other grounds, but every precaution is to be taken to prevent objectors becoming a danger to the Service. They are not to land in ports where there may be any danger of contracting small-pox, and while the ship is lying at such ports they are to be inspected daily by the Medical Officer. The fact that a man has refused vaccination or re-vaccination is to be noted on his Service Certificate, and in no circumstances is he to be allowed to re-engage, or to be enrolled in the Royal Fleet Reserve (see Art. 830, clause 9).

(N. 1496/23.)

11. When circumstances arise which render it advisable to inoculate officers and men against enteric fever, cholera, or any other infectious diseases, voluntary inoculation only can be preformed. The provisions of clause 10 are to apply to persons objecting to such inoculation on conscientious or other grounds.

**1318. Hurt Certificate.**—When any person shall receive a wound or hurt in act of duty while serving either afloat or on shore, or shall become insane from what is clearly the result of an accident on duty, or in consequence of extraordinary exposure or exertion on service, the Medical Officer is to prepare a hurt certificate Form M. 183, describing minutely the nature of the injury or disability, together with the manner in which it was received and the particular act of duty on which the injured person was employed. The certificate is to be signed by the Captain by the Medical Officer, and also, if possible, by some Officer of the Military Branch, or if there is none, by some other person who witnessed the accident. The certificate is to be granted whether the injury disables the individual from continuing in the Service or not.

(N.P. 8346/17.)

1a. Particular care should be taken to ensure that officers and men borne in vessels, such as Sloops, Destroyers, Trawlers, &c., receive the hurt certificates which they may be eligible.

1b. After the admission to hospital of a patient who is eligible for the grant of hurt certificate, the Medical Officer in charge is to ascertain whether the patient has received a hurt certificate. If he has not, the Medical Officer in charge is to obtain the certificate from the ship to which the patient belongs, but if the certificate cannot be so obtained the Medical Officer in charge is to furnish one while the patient is in hospital.

(M.D.G. 11674/16.)

\* \* \* \* \*

# ARTICLE 1323.

\* \* \* \* \*

**2. Tropical Diseases, Specimens.**—In order that the specimens relating to Tropical Diseases in the Museum of the Naval Medical School at Greenwich may be increased in number and variety, and with a view to promoting the knowledge of certain diseases, the pathology of which is still obscure, Medical Officers serving at Foreign Stations, or who may be for a time in the endemic areas, should forward any specimens which they may be able to procure, with as full notes as possible, to the President for the Naval Medical School, R.N. College, Greenwich.

(M.D. 3481/12.)

*Surgeon Lieutenant (not in Charge.)*

## SECTION IV. GENERAL.

### ARTICLE 1330.

\* \* \* \* \*

6. He is to be responsible that the key of the poison cupboard is kept in his cabin, except when actually required in the Dispensary or Sick Birth.

(N.L. 45248/18.)

## SECTION V. DUTIES OF DENTAL OFFICERS.

**1331a. General Duties.**—On appointment a Dental Officer is to perform such dental duties as may be required of him by the Commanding Officer of the ship or establishment in which he may be serving, to whom he is directly responsible for the efficient control of the Dental Department.

2. He will obey not only all orders he may receive from his Captain, or other superior officer, but also any directions relating to:—

(a) dental treatment of Officers and men.

(b) his accounts and returns;

which he may receive from the Medical Director-General or Senior Dental Officer of the fleet or squadron to which his ship belongs; he will furnish them, or any



of them through his Captain with any information that may be required of him respecting:—

- (c) the patient under his care,
- (d) the treatment adopted,
- (e) his accounts and returns;

but any suggestions, explanations or observations he may have to offer connected with his particular duties, not of a purely dental character, which directly or indirectly concern the duties and responsibilities of other than dental officers, and are obviously beyond the province of the Dental Department to remedy adequately deal with, are to be made in duplicate to his Captain, who will forward the original to his Commander-in-Chief, and the duplicate to the Medical Director-General, noting in regard to each, his approval or adding such observations as he may wish to offer on the dental officer's representations.

(C.W./N. 16869/21.)

**3. Communications to the Medical Director-General.**—Any dental officers serving on board any of His Majesty's ships, previous to sending to the Medical Director-General any letter or any communication whatever relative to his public duty, to submit it to the Captain who is to note thereon his approval or such observations as he may think necessary.

**4. Men joining Ship.**—All men on joining a ship in which a Dental Officer is borne, are to be examined and treated as soon after entry as possible. Arrangements are to be made for the systematic treatment of the ship's company, and of the officers and men in H.M. ships in the squadron. Dental Officers appointed to certain ships are available for general fleet duties.

**5. In Action.**—The Dental Officer is to take steps to ascertain from the Senior Medical Officer the precise nature of the duties he may be called upon to perform during action. He is to be prepared to assist the Medical Officer in the treatment of wounded when called upon.

(C.W. 14795/20.)

**1331b. Authority in the Dental Department.**—The dental department, the dental mechanics, assistant dental mechanics and dental surgery attendants, are to be entirely under the direction of the Dental Officer. The Dental department is to be kept dry and clean. All appliances are to be clean and ready for immediate use.

(C.W. 14795/20.)

**1331c. Instruments, Stores and Equipment.**—He will be supplied with instruments, stores and equipment necessary for the performance of his duties and will be held personally responsible for the proper care being exercised with regard to their preservation and use.

**2. Demands.**—He is annually, or oftener if necessary, to make out demands for supplies required. Such demands are to show the quantities remaining, the quantities required, the date of last supply and the quantity supplied. These demands are to be forwarded through the Captain to the Medical Director-General.

**3. Accounts.**—An account of dental instruments and stores is to be rendered on the 31st December of each year, or for any shorter period on giving up charge or on the ship being paid off.

**4. Supplies.**—Dental instruments, equipment and stores supplied from a regular establishment will be accompanied by invoices, by which the Dental Officer is to examine the several quantities, and, if correct, they are to be entered in the proper column of his account. All articles obtained from other sources are also to be entered in the account; all invoices, issue or supply notes, are to be preserved by the Dental Officer for future reference.

**5. Expenditure of Stores.**—The articles received are to be administered as occasion requires for the treatment of patients, and no part of them is to be wasted or applied to any purpose other than that for which they are intended; and if any unusual expenditure of stores should occur, an explanation is to be forwarded with the account. Should any article become unfit for use, it is not to be taken credit for nor returned into store until a survey has been held upon it. An explanation on Form M. 189 of the cause of all losses and breakages must be transmitted with the account.

**6. Losses due to Theft.**—The instructions contained in Article 1810 as to final reports to be made in the case of losses of stores due to theft, or of provisions under the Public Stores Act, 1875, are applicable to dental stores.

**7. Surveys.**—The account is always to be closed by a survey as directed in Article 1837, except when the ship is paid off, when the whole of the remaining stores are to be returned to the nearest medical establishment, and the receipts for the quantities returned into store transmitted as vouchers to the final account.

**8. Schedule.**—The account is to be transmitted by the Captain, and is to be accompanied by a schedule prepared by the Dental Officer on Form S. 558 to be retained from the Accountant Officer, specifying the documents forwarded with it.

**9. Transfer to Successor.**—When the Dental Officer is superseded or invalidated, he is to deliver the whole of the stores in his charge to his successor, or in his absence some authorised person, by survey, as directed in Article 1837.

(C.W. 14795/20.)

**1331d. Discharge of Patients—Precaution.**—Every precaution is to be taken that men in need of dental treatment are not, for this cause alone, discharged from Ships in which they are serving. It should be borne in mind that men who may be sent out of ships will often make the condition of their teeth an excuse for inability to perform their duties—when this is suspected, a careful examination of the general condition is to guide the action taken. (See Art. 1289.)

(C.W. 14795/20.)

**1331e. Broken Dentures.**—When a denture belonging to an Active Service man is broken by a casualty of the Service, and not due to carelessness or neglect, the Dental Officer of the ship or establishment concerned, or the Medical Officer if there is no Dental Officer, should make a written report to the Commanding Officer stating that the denture was broken in an act of the Service and that in his opinion the man is entitled to have it repaired at public expense. After receipt of the approval of the Commanding Officer, the denture should be sent to the nearest depot with a certificate to the effect that the repairs have been approved.

**2.** Should a ship be stationed abroad, and it is undesirable to send the denture to a depot, owing to the time that must elapse before it can be repaired and returned, the Commanding Officer may authorise the repair to be effected by a dentist on shore station, payment for which is to be made in the usual manner.

(C.W. 14795/20.)

**1331f. Medical Attention.**—Dental Officers shall promptly inform the Medical Officer of any case which may require medical attention. Should it appear necessary to admit a patient to the sick list, the Dental Officer shall report the circumstances to the Medical Officer, who will take such action as may be necessary.

**2. Operations.**—When it is necessary to administer a general anæsthetic for dental operation, a medical officer should be present.

(C.W. 14795/20.)

**1331g. Dispensing Medicines.**—All drugs are to be uniformly received, issued and accounted for by avoirdupois weight of 16 drachms to the ounce and 16 ounces to the pound.

(C.W. 14795/20.)

**1331h. Poisons, Precautions as to.**—All drugs, &c., in use in the dental department are to be dealt with as follows:—

(a) *If poisonous*, to be put into dark blue bottles or jars, with yellow labels with the word "Poison" legibly printed over the name of the drug.

(b) *If harmless*, into white or light coloured bottles with green labels.

Proprietary articles may be retained in the bottles in which the article is supplied.

**2.** All drugs labelled "Poison" are to be kept under lock and key, and the key kept in the Dental Officer's cabin when not actually in use.

**3.** The Dental Officer is to be responsible for the correct issue of all drugs in the dental department.

(C.W. 14795/20.)

**1331i. Returns, Accounts, &c.**—The Dental Officer is to transmit regularly all the dental returns, accounts, and other documents required by these Instructions through his Commanding Officer to enable his accounts to be speedily closed.

(C.W. 14795/20.)

**1331j. Daily Treatment List.**—He is to keep a daily treatment list in diary form showing the names and rating, &c., of all patients treated. Any information of a professional nature noted in this list is also to be recorded on the dental history card.

(C.W. 14795/20.)

**1331k. Dental History Card.**—A dental history card, M. 227, is to be issued in duplicate for each man or boy on first entry. The Dental Officer is to record the full particulars of the rating and to chart the dental condition of the recruit. One card is to be marked "Original" and the other "Duplicate."

2. The "Original" dental history card is to be retained by the Dental Officer so long as the patient is under his care and all treatment performed for the rating is to be recorded thereon. When the rating has been discharged from the establishment and the details of the work accounted for on the statistical return, the dental history card is to be forwarded to the Senior Dental Officer of the home dépôt or marine headquarters to which the man is attached. When the rating is finally discharged from the Service, the cause and date of discharge is to be noted on the card and the complete dental record is to be sent to the Medical Director-General. If the man re-enters the Service or joins the Reserve Forces, the Senior Dental Officer of the dépôt is to apply for the dental record. The records of Reserves are to be kept separately from those of active service personnel.

3. The "Duplicate" dental history card showing the dental condition on entry and the particulars of the man are to be sent to the Senior Dental Officer of the dépôt to which the man is attached. Details of treatment are not to be recorded on this card.

4. For ratings entered prior to the 1st April 1922, one dental history card only is to be issued if cards are not already in existence. This card will be issued by the Senior Dental Officer of the home dépôt to which the man belongs when the man first attends there for inspection or treatment. The dental condition at the time of examination will be recorded and the card will be sent to the Dental Officer at the dépôt to whom the patient is referred for treatment and retained by him while the patient is under his care. All treatment will be recorded thereon and the card subsequently returned to the Senior Dental Officer.

5. A dental history card is similarly to be issued for all patients, other than naval patients, who may receive treatment. This card is to be retained by the Dental Officer until treatment is complete and then forwarded to the Medical Director-General with a clear statement if the individual is entitled to treatment at public expense and the necessity for such treatment.

6. For officers a dental history card will not be issued unless the officer has sustained an injury to his teeth or jaws, but treatment performed for officers will be recorded on a dental treatment Form M. 228, which will be forwarded to the Medical Director-General.

(M.D.G. 3027/22.)

**1331l. Candidates for Admission to Navy.**—For every candidate for admission to H.M. Navy, the original dental history card only need be furnished until he has been finally entered. If rejected, the cause for rejection is to be noted on the card before it is forwarded to the Medical Director-General.

(C.W. 14795/20.)

**1331m. In Depôts,** the Senior Dental Officer will be responsible for the efficiency of the Dental Department generally. He is to arrange that all new entries are systematically examined and all dental treatment required to render them dentally fit is to be undertaken as soon after entry as is practicable. All incoming drafts are to be systematically examined and treated. Those requiring dentures and eligible for supply at public expense, are to be taken in hand, with the least possible delay the requisite authority for supply being obtained, Form M. 150 being used for this purpose. Refusal on the part of any rating to receive dental treatment is to be noted on the dental history card and a report sent to the Commanding Officer and Senior Medical Officer, who will also note on the Medical history sheet the refusal to receive dental treatment.

2. **Ratings on Draft** to foreign stations, or to ships or establishments where dental treatment is unobtainable, or obtainable only at considerable inconvenience or expense are to be dentally examined and such as require extensive treatment

are not to be passed for such drafts, but those requiring such treatment as can be effected prior to the draft being actually required, are to be rendered fit.

(C.W. 14795/20.)

**1331n. In Training Establishments.**—All new entries are to be examined and treated on entry and rendered dentally fit as soon after entry as practicable. The Senior Dental Officer is to arrange for all new entries to receive instructions on the necessity for "Oral Hygiene" and dental treatment. He is also to advise them as to the best means for conserving their teeth. The ship's company of the training establishment is also to be systematically examined and treated as necessary.

(C.W. 14795/20.)

**1331o. Dental Officers of Hospitals.**—The Dental Officer of a Royal Naval hospital is systematically to examine and treat all Sick Berth ratings and render them dentally fit. He is to attend to any patients from the wards and carry out such other dental duties as the Surgeon Rear-Admiral may direct. Recruits and incoming drafts to Royal Marine establishments not having a dental officer specially appointed, are to be examined and treated by him and rendered dentally fit as soon after entry as is practicable. Any dockyard or other government employee who may have received injuries to his teeth or jaw in the execution of his duty is to be given dental treatment. The usual routine as to recording the case is to be adopted, and if dentures are necessary to replace teeth lost or broken as the result of the accident for which he has been admitted to the hospital, application for replacement at public expense should be made on Form M. 150 in the same manner as for active service ratings. If called upon for his opinion concerning the dental condition of any patient in the hospital he is to give it.

(C.W. 14795/20.)

**1331p. Dental Officer's Addresses.**—All unemployed Dental Officers upon the active list of the Navy are to keep the Medical Director-General informed of their permanent addresses, so that they may be speedily communicated with as occasion shall require; and whenever such officers are in or passing through London on appointment to a ship or after discharge from a ship, they are without fail to communicate personally with the Medical Director-General.

(C.W. 14795/20.)

## SECTION VI.—ILLNESS AND MEDICAL TREATMENT WHILE ON LEAVE.

### *Officers.*

**1331q. Report of Illness on Leave.**—All officers on leave who, owing to meeting with an accident or to illness, are not immediately available for service are to report the fact forthwith. If on foreign service leave, the officer should report to the Medical Director-General of the Navy; in other cases he should report to his Commanding Officer, or if near any other of His Majesty's ships or coastguard station, to the Commanding Officer of such ship or station, or if in London to the Medical Director-General of the Navy. The report should be accompanied by a medical certificate stating the nature of the illness and its probable duration, and by a statement in writing by the officer himself, or on his behalf if he is too ill to write, showing whether in the event of Service treatment being available the officer desires to receive such treatment.

**2. Arrangements for Service Treatment.**—If the officer who receives the report is not the patient's Commanding Officer he will at once inform the Captain of the ship to which the patient belongs. Should the patient have expressed a wish to receive Service treatment the officer who receives the report will take immediate steps to have him visited by a naval medical officer or surgeon and agent with a view to the necessary treatment being arranged when Service treatment is available.

Should an officer when reporting his illness omit to say whether or not he is willing to avail himself of Service treatment the officer receiving the report will at once communicate with him and will be responsible that such information is supplied within a reasonable time.

(C.W. 18541/20.)

**3. Refund of Expenses.**—When Service treatment is not available because an officer is taken ill while on leave at a place where there is no naval hospital or regularly established sick quarters, the expense of medical attendance by private

practitioners will only be refunded if the Admiralty are satisfied as to the circumstances and causes of the illness, and regard the expense as reasonable, and the exigencies of the case would not admit of the officer being removed to a naval hospital.

In emergency where it is necessary for a surgical operation to be performed by a private practitioner because the officer's condition does not enable him to travel, the sum allowed will be especially considered, but will not exceed 25*l.* unless in very exceptional circumstances.

The Admiralty when considering applications for refund of expenses under this Article will take into account the amount of sick leave which has actually been granted. When the amount of such leave exceeds 91 days, no refund of medical expenses will be allowed save as provided for in Article 1910. When the full pay sick leave equals or falls short of 91 days, refund of medical expenses will be allowed at Admiralty discretion in very exceptional and necessitous cases, the relation between the amount of the expenses incurred and the amount of full pay issued during the period being the main factor for consideration in the use of this discretion.

(C. II./2099/21.)

4. **Inadmissible claims.**—If an officer fails to report his illness at once or expresses unwillingness to avail himself of Service treatment, if available, no claim for any expense incurred for private treatment can be considered.

5. **Dental treatment.**—All the foregoing rules apply to dental treatment required by an officer on leave, but it should be noted that dentures are not supplied to officers at the public expense unless they are required as the result of an accident sustained on duty.

(C.W. 18541/20.)

#### *Ship's Company.*

1331r. **Medical Attendance on Leave.**—If any man or boy should be taken ill whilst on leave he is without delay to report the fact, or cause it to be reported, to the captain of his ship, or, if near any other of His Majesty's ships, or a coast-guard station, to the Commanding Officer of such ship or station. If the naval officer who receives the report is not the man's Commanding Officer, he will at once inform the Captain of the ship to which the man belongs or the Commodore of his division, and keep such officer fully informed of any action that may be taken, and of the patient's progress and ultimate recovery or otherwise.

2. The man or boy is to be checked for victualling on the Ledger to "Sick Leave" (S.L.) for the period concerned, and the number of days for which he is so checked is to be shown in the column "and entitled to Leave Allowance." He is to be credited with Leave Allowance for such period as he is unfit to travel and is not victualled at the public expense. A man or boy who fails to return to his ship when fit to travel is to be treated as an absentee and is to be checked "X." accordingly for the period of absence while fit to travel.

(C.W. 18541/20.)

3. If the patient's home should be near a port at which one of His Majesty's ships is stationed, or near a coastguard station, the naval officer who received the report will make arrangements for him to be visited by a naval medical officer or (if one resides within five miles) by a surgeon and agent, in order that his sickness may be fully reported upon with a view to ascertaining whether he is fit to travel. If so he is to be sent at once either to his ship or to a naval hospital, as the nature of his illness may require. If he is not fit to travel, his home, when offering the necessary facilities for treatment, is to be regarded as sick quarters unless it is practicable and desirable to move him into a military or civil hospital, and he is to be treated as a naval patient either under the King's Regulations or the Surgeon and Agent's Instructions as the particular case may require. If there is no naval medical officer on the active list or surgeon and agent available within convenient proximity, the Medical Director-General is to be asked to arrange for the patient to be visited. Recruiting officers or retired naval medical officers are not to be called upon for this service.

4. If a private practitioner has been called in prior to a naval medical officer or surgeon and agent taking over the case, fees for two visits, but not more, may be paid to the man's doctor (the second being allowed to enable him to hand

over the case to the naval medical officer or surgeon and agent), unless in exceptional circumstances it is necessary that more than one visit should be paid before the case is handed over. All such exceptions should be referred with a covering report from the Commanding Officer to the Admiralty for payment. Otherwise payment may be made locally to the man's doctor on the scale and under the conditions mentioned below.

5. The surgeon and agent in charge of a patient is instructed to send, at the end of 14 days and fortnightly thereafter, a report on the case to the man's Commanding Officer. If the man belongs to a ship under orders for a foreign station, this report is to be sent to the Commanding Officer of the man's dépôt, who will, if necessary, forward it to the ship. As soon as a patient in his own home requiring hospital treatment is fit to travel he will be discharged to the nearest naval hospital, accompanied by a certificate (Form M. 212), a copy of which will be forwarded by the surgeon and agent to the Commanding Officer of the man's ship or of the dépôt as necessary. A man who does not require hospital treatment will be sent, as soon as he is fit to travel, to his ship, or, if the vessel is not in or near port, to the nearest coastguard station, a copy of Form M. 212 reporting his discharge being sent to the Commanding Officer of his ship.

6. If unfit to travel to a naval hospital, and not under the care of a naval medical officer or a surgeon and agent, a man should be encouraged to seek treatment in a military or civil hospital, if fit to be moved there; and his fees in a civil hospital will be paid by the Admiralty, even though he has been admitted at his own instance and not at that of a Naval Authority. Failure, however, to enter a hospital (unless arrangements for him to do so have been made by the Medical Department or by the Senior Medical Officer of his ship or establishment) will not prejudice his right to leave allowance and to any payment of his medical expenses to which he may otherwise be entitled.

7. In all other cases the man will be attended during his illness by his own doctor, and the Commanding Officer of the ship in which he is serving is to require him to furnish a certificate, signed in manuscript by a duly qualified medical practitioner, stating the disease (which must be definitely diagnosed) from which he is suffering, that he is unfit to travel (not merely that he is unfit for duty), and the distance between the patient's residence and the doctor's house or surgery. A similar certificate (omitting the distance) is to be furnished weekly until he is fit to travel, is removed to a naval or other hospital, or is invalidated. If the man's name is borne on the books of a parent ship, the certificate should at once be forwarded by his Commanding Officer to the parent ship. Immediately on receipt of the first medical certificate, Form S. 26 is to be forwarded to the medical practitioner by the Commanding Officer, the man's name, rating, official number, ship, and the name of the ship to which the form should be returned having been previously inserted. The form is not, however, to be sent to surgeons and agents.

Certificates on receipt should immediately be examined by the Senior Medical Officer, and, if not found in order, returned to the man for correction by his doctor. If, however, the Senior Medical Officer considers the doctor to have been unduly lenient in certifying the man unfit to travel, the police should be asked to report; or if it be considered desirable that a naval medical officer or representative should visit the man, the facts of the case should be reported to the Director-General, Medical Department, Admiralty, who will make such arrangements as he considers necessary. The reports of any visiting medical officer are always to be taken into consideration before any payment of medical fees is made, whether by Commanding Officers or by the Admiralty. Upon the return of the man his case is also, wherever possible, to be investigated by the Senior Medical Officer.

On return of the Form S. 26 from the doctor, the medical certificates forwarded by the rating are to be attached and the procedure with regard to payment as indicated below is to be carried out. (N. 3404/22.)

8. **Medical Fees.**—If the period of sickness does not exceed 21 days, and the certificates are in order, payment of the fees to the man's doctor may be authorised by the Commanding Officer of the ship, on the books of which the man is borne, upon the certificate of the Senior Medical Officer as to the admissibility of payment

and the number of visits and consultations for which it may be made in accordance with the following scale :

Per visit (to include cost of medicine, and medical certificates).	Under 1 mile.	1 mile and over.	2 miles and over.	3 miles and over.	4 miles but under 5 miles.	Greater distances.
Day - - -	<u>s. d.</u> <u>3 3</u>	<u>s. d.</u> <u>4 3</u>	<u>s. d.</u> <u>5 3</u>	<u>s. d.</u> <u>6 3</u>	<u>s. d.</u> <u>7 3</u>	An addition of 1s. a mile for each mile over five, with a limit of 1l. a visit.
Night - - - (10 p.m. to 7 a.m.)	<u>4 6</u>	<u>6 0</u>	<u>8 0</u>	<u>10 6</u>	<u>12 6</u>	An addition of 2s. for each mile over five within a limit of 1l. a visit. In very exceptional circumstances the Commanding Officer may, if he considers the fee admissible on this basis inadequate, refer the case to the Admiralty when payment at a higher rate will be considered. He should furnish full particulars, including time of night, duration of visit, and nature of the case.

NOTE.—Visits of the rating to the doctor's residence or surgery for consultation are to be paid for at the lowest rate, viz., 3s. 3d. per consultation, which fee should include the cost of any necessary medicine and certificates.

In cases of serious illness, the sum of 1s. 6d. a day will be paid for medical comforts on the recommendation of the doctor attending the case, if approved by the Medical Director-General. In special circumstances a higher rate may exceptionally be allowed.

Where :—

- (a) The period of sickness exceeds 21 days; or
- (b) The disease was due to the man's imprudence; or
- (c) No weekly certificates were furnished, but a certificate was given by the doctor after the man's recovery *only*.

Application for authority to pay *medical fees* should be made to the Accountant General of the Navy accompanied by the medical certificates, the recommendation of the Senior Medical Officer and the report of the visiting officer (if any). In the case of (c) a report should also be made as to the reason of the failure to forward weekly certificates.

(C. II./5698/23.)

9. When the period of illness exceeds 21 days, the initial and the three succeeding certificates are at once to be forwarded by the man's Commanding Officer to the Medical Director-General, Admiralty, with a view to arrangements being made for the man to be visited and reported on by a Naval Medical Officer or civilian practitioner acting on behalf of the Medical Department.

10. On receipt of a medical certificate that the man is unfit to travel, any leave allowance that may be due to him is at once to be forwarded to him, and thereafter payments of this allowance at the current rate are to be made weekly immediately

upon receipt of the weekly medical certificate, in order that the man may have ready money for his maintenance during his illness. Should any reason be seen for withholding these payments, the circumstances are at once to be reported to the Admiralty.

11. If a man comes into contact with persons suffering from infectious disease, either in his own home or elsewhere, he is at once to report the fact to his Commanding Officer by telegram, the cost of which is to be refunded to him on his return to the ship, and he is to remain on leave until a reply is received giving him further instructions. Should he be prevented from travelling by the Medical Officer of Health of the district, owing to such contact the fact is to be included in the telegram.

12. A special report on the illness of any man or boy sick on shore is to be made by the Medical Officer of the ship, through his Commanding Officer, to the Medical Director-General if the sickness is of such a nature that it is improbable that the patient will again be fit for general service. The Medical Director-General will arrange, if desirable, that a survey shall be held on the man or boy at his own home by a naval or private practitioner, so that, when necessary, the patient may be invalided without delay.

When a man or boy is invalided as the result of the survey, the Commanding Officer of the ship in which he is borne will be so informed by the Medical Director-General, and the Commanding Officer is to cause the man or boy to be acquainted of the fact as soon as practicable.

13. On the return to his ship of a man or boy, who whilst absent on leave has been treated by a surgeon and agent, it should be ascertained whether he has received any money to enable him to rejoin his ship, and such advance should be charged against him in the usual way. (N. 3404/22.)

## CHAPTER XXXVII.

### INSTRUCTIONS TO THE ACCOUNTANT OFFICER.

**1335. Report to Captain.**—He will keep the Captain fully informed as to the provisions and other articles in his charge. Once a week, and whenever the ship is to proceed to sea, he will furnish the Captain with an account of the number of days' provisions on board at full allowance and according to the average consumption, for the number victualled, and also of the balance of public money in his hands.

(E.F.O. 7105/20.)

**1337. Discharges by Purchase.**—He will be responsible for any loss to the Crown due to insufficient payments for discharge by purchase or to erroneous repayments of purchase money. In determining the amount required for discharge by purchase, the period of service is to be calculated to the date of actual discharge, and if, owing to the lapse of time between the date of application for discharge and its actual taking place, there is an alteration in the amount required, the applicant should be clearly informed and given the option of withdrawing his application. The amount to be paid for discharge is to be settled on board without reference to the Accountant-General, except in cases of doubt or difficulty. See 602, 603, 1172 (*Discharge by purchase of Seamen and Marines*).

(N.P. II./997/22.)

\* \* \* \* \*

4. All applications for the repayment of a portion of the purchase money in respect of re-entry into the Navy must be made to the Accountant-General. Applications in respect of re-entry into the Marines are to be made to the Adjutant-General.

(N.P. II./952/21.)

\* \* \* \* \*

**1338. Office Staff.**—He is to have the direction, under the control of the Captain, of all officers of the Accountant Branch on board subordinate to him, including those of the Supply and Cookery Branches when borne, all of whom are to be



employed in assisting him in \_\_\_\_\_ his duties. \_\_\_\_\_  
 He is to ensure that they fulfil the duties assigned to them, and, when necessary  
 \_\_\_\_\_ to require them to initial the accounts they prepare or  
 examine.

2. **Instruction of Juniors.**—He is to instruct Junior Accountant Officers in their professional duties, and is personally to see that Paymaster Midshipmen and Paymaster Cadets, apart from the actual duties which they are called upon to perform, \_\_\_\_\_ study and show a satisfactory knowledge of the duties of an accountant officer. \_\_\_\_\_

(C.W. 2922/23.)

3. **Reports on Form S. 206.**—He is to report \_\_\_\_\_, on Form S. 206, upon the conduct and professional qualifications of all officers under his directions; these reports being rendered as stated on that form.

(C.W. 2922/23.)

4. **Captain's Secretary.**—Whenever practicable an officer is to be detailed for the correspondence and other clerical duties of the Captain and is to be designated "Captain's Secretary." Normally this should be the junior Accountant Officer allowed in the complement. If no officer is available, a writer is to be detailed for the purpose and designated Captain's Writer.

When the time of this officer or rating is not fully occupied on these duties, the Captain is to take care that he is employed on the ordinary work of the Ship's Office.

The provisions of this clause will not affect the instructions contained in Article 1602, Clause 6.

(N.P. II./1859/23.)

(C.W. 2922/23.)

5. **Paymaster Midshipmen.**—To avoid the possibility of Paymaster Midshipmen employed in Admirals' and Captains' offices, etc., being prejudiced in their examination for the rank of Paymaster Sub-Lieutenant through lack of experience in ledger and cash work, such officers are to be detailed to work in a ship's office for a minimum period of two complete quarters, the necessary arrangements being made locally without reference to the Admiralty, except in cases where an appointment to another ship is involved, when the Commander-in-Chief or Senior Officer will inform the Admiralty of the arrangements made. Paymaster Midshipmen are not to be employed in Admirals' offices for a longer period than 6 months.

(C.W. 2922/23.)

6. **Duties of Commissioned and Warrant Writers.**—Except as regards the actual custody of the main public chest, Commissioned and Warrant Writers are to be employed on duties similar to those performed by Paymaster Lieutenants or Paymaster Sub-Lieutenants.

The following definition of duties is given as a general guide, but the Accountant Officer is at liberty to employ a Commissioned or Warrant Writer in any other duty suitable to an officer in such manner as he may consider most desirable in the interests of the Service.

Neither the above provision nor the following definition of duties is, however, to be regarded as in any way relieving the Accountant Officer of any of his responsibilities in the matter of cash. \_\_\_\_\_

(a) **Cash duties.**—Under the direction of the Accountant Officer he is :—

(i) To be entrusted with a subsidiary money chest for the purpose of making such petty cash payments as the Accountant Officer may direct.

(ii) To assist in putting up money for payment and in the payment thereof.

(iii) To make test examinations of the accuracy of subsidiary documents, such as the casual payment and coin books; in fact, to assist in general checking and supervision under Article 1602.

(iv) To assist the Accountant Officer in any way in the performance of his duties.

(b) Ledger, etc., duties.—Under the direction of the Accountant Officer he is :—

(i) To be especially charged with the supervision of the ledger and its details.

(ii) To answer personally and by personal examination of the ledger all inquiries by men as to their accounts. (This should, where possible, always be done by an officer.)

(C.W. 2922/23.)

**7. Duties of Commissioned and Warrant Supply Officers.**—The following definition of duties is given as a general guide, but the Accountant Officer is at liberty to employ a Commissioned or Warrant Supply Officer in any other duty suitable to an officer in such manner as he may consider most desirable in the interests of the service.

Neither the above provision nor the following definition of duties is, however, to be regarded as in any way relieving the Accountant Officer of any of his responsibilities in the matters indicated.

Under the direction of the Accountant Officer he is :—

(a) To be in immediate charge of both sub-departments of the Supply branch, in ships carrying one Commissioned or Warrant Supply Officer.

(b) To exercise direct supervision over the receipt and issue of all Victualling Service Stores and Naval Stores, and to bring to the notice of the Accountant Officer immediately any surpluses, deficiencies or differences.

(c) To check all the Victualling, Clothing and Naval Store accounts and forms subsidiary to them, and to initial or sign in the spaces provided for the purpose.

(d) To sign vouchers for receipts or supplies in the absence of the Accountant Officer.

(C.W. 2922/23.)

**8. Duties of Commissioned and Warrant Instructors in Cookery.**—The following definition of duties is given as a general guide, but the Accountant Officer is at liberty to employ a Commissioned or Warrant Instructor in Cookery in any other duty suitable to an officer in such manner as he may consider most desirable in the interests of the Service.

(i) Neither the above provision nor the following definition of duties is, however, to be regarded in any way as relieving the Accountant Officer of any of his responsibilities in the matters indicated.

Under the direction of the Accountant Officer he is :—

(a) To take charge of all the cooking and baking for the ship's company and is to supervise the work of the Cook ratings under him, giving them such instruction as may be necessary, and regulating their employment with a view to their gaining experience in all branches of their duty.

(b) To inspect the cooking and baking plant and utensils from time to time with the object of insuring thorough cleanliness and hygienic efficiency, and is to report defects which require attention.

(c) To satisfy himself that all provisions issued to the galley or bakery are correct in quantity, and that they are used for the purpose for which they are supplied, and is to take such steps as may be necessary to ensure that no foodstuffs are accepted in, or issued from, the galley unless they are in a good and wholesome condition.

(d) In ships or establishments where the general messing system is in force, to assist the Accountant Officer in the framing of the weekly menu and is frequently to check, by weighing or measurement, the quantities of food apportioned to each mess. He is also to see that all complaints and discrepancies in connection with the quantity or quality of the dishes issued are promptly investigated and rectified as necessary and is to bring such matters to the notice of the Accountant Officer.

(e) In General Depôts, to superintend the instruction of ratings going through the Cookery Schools, and assist at practical and oral examinations of candidates for higher ratings.

He will keep the necessary accounts in connection with the receipt and expenditure of stores utilised for instructional purposes, and also for results produced and stores expended in bakery.

(ii) Commissioned or Warrant Instructors-in-Cookery serving afloat will be available, under the directions of the Senior Officer, to assist and advise Commanding Officers and Accountant Officers of ships not bearing an Officer of the Cookery Branch, in regard to cooking, catering, and baking arrangements, &c., when required.

(C.W. 2922/23.)

**1340. Writers, Victualling Ratings, &c.**—The Accountant Officer will have under his control to assist him in the performance of his duties, the Writers, Victualling Chief Petty Officer, Victualling Petty Officer, and Leading Victualling Assistant, and also, whenever his duties shall require it, the Cooper and the Cooper's Crew. The Butcher and all cook ratings will also be under his direct supervision.

(N. 13346/21.)

**1341. Report on Victualling Ratings and Cooks.**—The Accountant Officer is to report upon the qualifications of all Victualling and Ship's Cook ratings half-yearly, on Form S. 507A, approved by the Captain. A report is also to be made on supersession or on paying off.

(N. 59749/17.)

**1341a. Performance of Accountant Duties in Ships not bearing an Accountant Officer.**—In ships where no Accountant Officer of commissioned rank is borne, and for which accounts are rendered direct to the Admiralty, the Commanding Officer is to detail an Executive or Engineer Officer of commissioned rank to carry out the Accountant duties. A Medical Officer may volunteer to perform the duty should no other suitable Officer be available.

Officers not of the Accountant Branch who are detailed to take charge of Accountant Officer's duties and to render accounts in H.M. ships in such circumstances are to apply for instruction in the duties by an officer of the Accountant Branch. If, in the case of a foreign appointment, it is not possible for the instruction to take place in England before the Officer takes up his appointment, the necessary arrangements for his instruction are to be made locally.

An allowance, varying from 2s. 6d. to 1s. a day, is payable, subject to certain conditions. (See Article 1413 and Appendix I., No. 152.)

2. The Commanding Officer should not undertake the Accountant duties personally unless no other suitable Officer is available.

3. When a ship not bearing an Accountant Officer meets a Senior Officer's ship carrying an Accountant Officer, the Senior Naval Officer is to arrange for the Accountant Officer to verify the balance of public money, to inspect the accounts, and to give the Officer performing Accountant duties any advice necessary as to those duties. This inspection need not be ordered if the accounts have already been so inspected within the previous three months.

A report of the inspection, with a statement of the balance, is to be forwarded to the Admiralty.

4. The procedure detailed in the preceding clause is not to interfere with the responsibility for financial superintendence already imposed on the Fleet Accountant Officer, and the inspection should normally be carried out by him when the ships in question are accessible to him.

5. The fact of an Officer, not of the Accountant Branch, having carried out Accountant duties satisfactorily is to be noted on his certificate of service and on Form S. 206.

(C.W. 12426/22.)

**1345a. Cancelled.**

(C.W. 2922/23.)

## CHAPTER XXXVIII.

## FULL PAY, ALLOWANCES AND DEDUCTIONS.

## SECTION I. GENERAL.

*Pay.*

**1347. Commencement of Full Pay.**—All officers of the Royal Navy or Royal Marines appointed from unemployed pay or half pay or from the shore shall commence their full pay from the date of appointment, with the following exceptions :—

(a) Flag Officers and Commodores, First Class, when ordered to hoist a flag or broad pendant (*see* 1375).

(b) If an officer or a petty officer shall be ordered by a competent authority to act in a superior rank in another ship, he shall commence the full pay of the higher rank from the date of discharge from his former ship, whether for passage or otherwise.

(c) If similarly appointed in his own ship, he shall commence such pay of the higher rank from the date of the acting appointment, which is to be noted on the ledger.

(N.P.I./355/21.)

\* \* \* \* \*

4. *Cancelled.*

(N.P. I./5057/20.)

**1350. Cancelled.**

**1351. Increase by Service.**—Increases of pay within the scale authorised for any rank are dependent upon seniority in that rank if the officer is on the Active List. Increases of pay to officers on the Retired or Emergency Lists are dependent upon seniority in the rank at the date of removal from the Active List supplemented by subsequent periods of employment on full pay, or, if the rank has not been held on the Active List, on periods of employment therein on full pay.

2. Increased rates of pay are not to be paid without prior reference to the Accountant-General, who will notify the dates from which they are to commence.

(N.P. I./6390/20.)

**1352. Officers wounded.**—Officers (except commissioned officers from warrant rank and warrant officers (*see* clause 2)), who while serving in any ship, tender, boat, or transport, or while employed on shore, are wounded in action with the enemy, pirates, or smugglers, or in quelling disturbances afloat or ashore, or who may be wounded by mistake in an encounter with a friendly ship shall, on ceasing to be entitled to full pay sick leave under Article 1396, or otherwise, be placed upon the half-pay list, but will be paid the difference between full and half pay under the following regulations, in addition to any gratuity that may be awarded under Article 1910.

(a) If the wound received shall occasion the loss of an eye, or a limb, or the use of a limb, or if the injury sustained shall prove equivalent or nearly equivalent thereto, the person so wounded shall be entitled to the difference between full pay and half pay during the time he shall appear, by good proof, to have lain under cure if no retired pay shall have been settled upon him, or until retired pay shall have commenced.

(b) Should the wound not amount to the loss of a limb, or an eye, or the use of a limb, or should the injury sustained be not equivalent or nearly equivalent thereto, the continuance of this allowance shall not extend beyond eighteen calendar months from the time the person was wounded, unless in very special circumstances the Admiralty shall see cause to order it for a longer time, nor for any period beyond which he may have been under cure, or after retired pay shall have been settled upon him.

2. Commissioned officers from warrant rank, and warrant officers shall be retained on full pay for the same periods and under the same conditions.

3. **Counting Time.**—The time during which officers receive the difference between full and half pay under clause 1 shall not be reckoned as service, but will count as half pay time for retirement.

4 and 5. *Cancelled.*

(N.P. I./2263/21.)

**1353. Accidental Injuries.**—Whenever any officer (except a commissioned officer from warrant rank or a warrant officer (*see* Clause 2)), belonging to the Fleet may be sent to a naval hospital or sick quarters at home, for treatment of any serious bodily injury, sustained by him while serving, and arising from an immediate act of duty, or for treatment of insanity which is clearly the result of accident on duty, or of extraordinary exposure or exertion on service, and shall, under the regulations of Article 1396, cease to be entitled to full pay, the Admiralty are authorised to allow him to be paid the difference between his half pay and full pay for such further period as he may remain in hospital or sick quarters on the same conditions and subject to the same limitations with regard to time as are provided for in Article 1352.

2. A Commissioned Officer from Warrant rank or a Warrant Officer shall be retained on full pay for the same periods and under the same conditions.

(N.P. I./2263/21.)

**1354. Hurt Certificate and Report.**—To enable the Admiralty to judge of the propriety of awarding the boon referred to in the previous articles, the Captain will transmit to the Accountant-General, whenever an officer is sent to hospital, a hurt certificate as provided for by Article 1318, together with a report from the Medical Officer describing the nature and extent of the injuries and other particulars of the case, or certifying that the insanity resulted from the Service.

2. The certificate and report are to be forwarded at the time or immediately after the injured or insane officer has been sent to hospital, copies of these documents being also sent to the hospital with the patient.

(N.P. I./2263/21.)

**1356. Officers Abroad for Study.**—Officers allowed to reside abroad for the study of foreign languages, will be paid as set forth in Articles 340 and 343. Lieutenants and Lieutenant-Commanders who have qualified as specialists, will draw their specialist allowance continuously.

(N.P. I./4562/20.)

**1357. Officers Discharged Abroad.**—If an officer of any rank or grade is discharged abroad and sent home on account of:—

- (a) having been promoted;
- (b) his ship having been put out of commission, or his particular employment having ceased;
- (c) reduction of complement;
- (d) having been superseded, or having completed his term of service;
- (e) having been retired compulsorily;
- (f) being sick;

his full pay shall continue until his arrival in England; unless there shall appear to have been any unnecessary delay in returning, when it shall cease at such time as the Admiralty may direct. *See* 1531 (*Documents on Arrival Home*).

2. Officers on the supplementary list of the Navy, warrant officers and officers promoted from warrant rank, coming under the conditions of clause 1, are, on arrival in England, to be discharged and borne as laid down in Article 229, unless appointed to another ship in commission. The depôt selected by a supplementary officer is to be reported to the Admiralty.

(N.P. I./1437/21.)

**1358. Discharge Abroad.**—If an officer or other person be discharged abroad for any of the following reasons, viz.:—

- (a) Discharged or superseded at his own request;
- (b) Retired from the Service at his own request;
- (c) Dismissed his ship or from the Service;
- (d) Discharged as unfit or incompetent, being an Officer's Steward or Cook, Non-C.S.;

his full pay shall cease on the day of his discharge, and he shall not be entitled to full pay during the passage home, unless specially employed in an emergency under Article 758, Clause 8.

NOTE.—Men ordered to be discharged “services no longer required,” are not to be regarded as “dismissed from the service” under the foregoing provisions. The discharge of men sent home in such cases will be effected after arrival in England.

2. Full pay is not payable to any officer sent home, or awaiting passage home, from a foreign station, for the disposal of the Admiralty on account of misconduct, and any question of his full pay will be decided by the Admiralty on his arrival in England. (N.L. 6239/22.)

**1359. Officers sent Home for Disposal.**—Officers (except Commissioned Warrant Officers and Warrant Officers) sent home from foreign stations by order of the Commander-in-Chief, for disposal by the Admiralty, are to be borne for victuals only, during the passage home, and the question of their full pay will be decided by the Admiralty on their arrival in England. (N.L. 7983/14.)

\* \* \* \* \*

**1360a. Officers absent without Leave.**—Officers who from any cause are absent from duty without leave will be liable to forfeiture of pay and allowances at the discretion of the Admiralty for the whole or any part of the period of absence. This forfeiture will not, as a rule, be enforced when the period of absence is less than 14 days; on foreign stations it should be enforced provisionally for absence without leave for 14 days or more unless the Commander-in-Chief otherwise directs, a report being made to the Admiralty. (N.L./II. 15489/16.)

**1361. Penalties of Desertion.**—A person against whose name R or R Q. is placed in the books of the ship to which he belongs, as denoting his desertion, forfeits all pay and allowances due to him to the date of his desertion unless the forfeiture is specially remitted by the tribunal by which he is tried or by the Admiralty, and for the purposes of pension and the award of badges, all past service. See 806, Clause 4a.

2. *Cancelled.*

3. The removal or confirmation of the R.Q. is provided for in Article 806, and the removal of R in Article 802. See 744 and 1941 (*Effect of R on Badges or Pension*). (N.L. II./14531/14 and N.L. 56718/17.)

### Allowances.

#### ARTICLE 1365.

\* \* \* \* \*

2. **When Payable.**—Payment to officers will be as provided in Article 1401; payment to others is governed by Appendix XV., Part III., and by the relative Regulations.

(N.P. I./6409/20.)

\* \* \* \* \*

**1369. Cancelled.**

(Sta. 16576/18.)

**1371. Fired Cartridge Cases, &c., Gunnery and Torpedo Improvement Funds.**—Accounting Officers in charge of Naval Ordnance Stores are to return to store at convenient opportunities all fired machine gun and small arm cartridge cases, nickel, copper and lead from bullets, fired vent-sealing tubes, and other similar produce which is the property of the Admiralty.

2. Officers in charge of Naval Ordnance Store Depôts are to receive these fired cases, tubes, lead, &c., and bring them on charge and give a certificate to that effect, stating thereon the weights received and approximate numbers. The Paymasters of Marine Divisions, Coast Guard or Fleet Establishments on shore are to pay the allowances specified in Appendix VI A on production of this certificate, which is to be attached to the cash account when the latter is forwarded to the Accountant-General.

3. These allowances are not payable in respect of cartridge cases, &c., returned from H.M. Ships, provision being made for the upkeep of Ships' Gunnery Improvement Funds by grants payable quarterly in advance (*see* clause 9).

4. Payment of the allowances for cartridge cases and tubes is subject to the following conditions:—

(a) They are to be in good condition and all grit and dirt removed from them before their return.

(b) They are to be packed separately according to their respective natures.

5. **Fired Aiming Rifle Cartridges** can be refilled; special care therefore is to be taken to ensure that as many as possible of them are returned, and, if time and circumstances permit, they are to be thoroughly washed in fresh water and soda as soon as possible after firing.

6. Precautions are to be taken to ensure that no unfired cartridges or tubes are included with the returned empties.

#### 7. Distribution of Allowances:—

(a) *In Gunnery Schools, R.N. Barracks and other Shore Establishments.*

From 20 to 50 per cent. of the sums received as allowances is to be distributed among the men who do the work of collecting and cleaning the cases. The remainder is to be used to form a Range Fund for promoting gunnery efficiency.

(b) *At Ranges having permanent Naval Staffs.*

A proportion of the money received is to be distributed at the discretion of the Senior Naval Officer, as a recompense for extra work in collecting, cleaning, &c., the fired cases and recovering the cupro-nickel, &c., from bullets; the remainder is to form a Range Fund to be used for promoting the efficiency of the range work, &c.

(c) *At Ranges not having permanent Naval Staffs.*

The fired cases are to be collected and taken back to the Ship, but no allowances in addition to the grants to the Ship's Gunnery Improvement Funds (clause 9) are to be paid.

The Senior Naval Officer is to arrange for the recovery of the cupro-nickel, &c., from bullets when opportunity offers.

8. **Administration of Range Funds.**—The range funds are to be administered by the Senior Naval Officers. A proper account of the receipts and expenditure is to be kept, and the Senior Naval Officer is to arrange for a half-yearly audit of all the accounts. The auditing Officers are to satisfy themselves that all allowances paid into such funds are duly debited in the accounts, and that all payments therefrom are supported by proper receipts or when payments have been made to individuals for the work of collection, &c., by witnessed certificates of payment.

(E. 4094/19 and N. 5386/23.)

9. **Ships' Gunnery and Torpedo Improvement Funds.**—Grants to gunnery improvement funds are payable to His Majesty's ships in full commission or in commission with reduced crew.

Grants to torpedo improvement funds are payable to His Majesty's ships in full commission and seagoing vessels with reduced or special complements which carry their torpedoes on board.

These grants are payable quarterly, in advance, in accordance with the scale shown in Appendix VIa; His Majesty's ships in reserve commission are not eligible for these grants. Ships newly commissioned may draw on commissioning the proportionate amount due to the end of the quarter in which commissioned.

(E. 2766/22.)

10. **Administration of Ships' Gunnery Improvement Funds.**—Unless other arrangements are prescribed by the Commander-in-Chief or Senior Officer concerned payment is ordinarily to be made:—

(a) In the larger ships to the Gunnery Officer under the approval of the Commanding Officer.

(b) In destroyers, torpedo boats, &c., to the Gunnery Officer of the flotilla or base, &c., under the approval of the Senior Officer concerned.

The allowance of 10s. per annum is, however, always to be paid under the authority of the Commanding Officer of the Depot or Base to some Officer appointed

by him to administer the fund, and not to the individual ships. Where these small craft cannot be grouped, no payment should be made.

Accounts are to be kept, expenditure vouched, and provision made for a half-yearly audit, as for Range Funds.

A complete list of the vessels in respect of which payment is made should be given on the Cash Voucher.

The moneys may be expended upon such objects as entrance fees to competitions and minor fittings and devices not included in the usual equipment of ships, but which would tend to promote gunnery efficiency. It is, however, specially pointed out that no portion of these grants is to be expended in prize money or in gratuities to individuals for collecting cartridge cases or as an emolument for any person in the Naval Service.

No refund is required on paying off, but unexpended amounts remaining in individual Ships Funds should be handed over to the Commander-in-Chief of the Squadron to which the Ship belongs. From these amounts a Central Fund is to be formed from which issues are to be made at the discretion of the Commander-in-Chief for the purposes of gunnery efficiency. Where no appropriate Central Fund exists, the balances should be paid to the Accountant Officer and debited in the public Cash Account.

**11. Administration of Torpedo Improvement Funds.**—Unless other arrangements are prescribed by the Commander-in-Chief or the Senior Officer concerned payment is ordinarily to be made :—

(a) In the larger ships to the Torpedo Officer under the approval of the Commanding Officer.

(b) In destroyers, torpedo boats, &c., to the Torpedo Officer of the flotilla, or base, &c., under the approval of the Senior Officer concerned.

The funds so constituted will be administered by the Torpedo Officers. Accounts are to be kept, expenditure vouched, and provision made for a half-yearly audit as for Range Funds.

A complete list of the vessels in respect of which payment is made should be given on the cash voucher.

It is specially pointed out that no portion of these funds is to be expended in prize money or as an emolument for any person in the Naval Service.

No refund is required on paying off or on the dispersal of a squadron or flotilla. If any balance is remaining on such an occasion, the Senior Officer or Commander-in-Chief will, at his discretion, cause it to be transferred to another Torpedo Improvement Fund or repaid to the Public Chest.

(N. 16061/21.)

**1372. Submarines.**—Allowances are payable for service in submarines in accordance with the following scale :—

I.—Officers.

Rank.	Payable continuously.	
(i) <i>Officers forming part crew of</i>		
(a) submarines in commission with full crews.		
(b) submarines in Immediate Reserve.		
(c) new submarines from date of commencement of trials.		
Officers of the rank of Captain when appointed in command of a Submarine	6s.	a day.
If above the rank of Sub-Lieutenant and below the rank of Captain	6s.	a day.
If of, or below, the rank of Sub-Lieutenant	3s.	a day.
	<i>For each day at sea in Submarine.</i>	<i>For each day not at sea in Submarine.</i>
(ii) (a) <i>Officers forming part of spare crews and officers of submarines in materiel reserve.</i>		
(b) <i>Officers undergoing Periscope Course.</i>		
If above the rank of Sub-Lieutenant and below the rank of Captain	6s.	4s.
If of, or below, the rank of Sub-Lieutenant	3s.	2s.



<i>Rank.</i>			
(iii)	<i>Officers appointed to depot ships for duty Class I. with submarines.</i>	<i>For each day at sea in Submarine.</i>	<i>For each day not at sea in Submarine.</i>
	If above the rank of Sub-Lieutenant and below the rank of Captain -	3s. 9d.	2s. 6d.
	If of, or below, the rank of Sub-Lieutenant -	2s. 3d.	1s. 6d.
(iv)	(a) <i>Officers appointed to submarine depot ships for duty Class II. with submarines (i.e., Officers who have certain duties with flotillas which are not considered to justify payment of the continuous allowances shown above for officers appointed for duty Class I.).</i>		
	(b) <i>Officers not appointed for submarine duty when actually at sea in submarines.</i>		
	(c) <i>Officers under training.</i>		
	If above the rank of Sub-Lieutenant and below the rank of Captain -	6s.	Nil.
	If of, or below, the rank of Sub-Lieutenant -	3s.	Nil.
(v)	<i>Officers appointed for duty at the Admiralty.</i>		
	If above the rank of Sub-Lieutenant and below the rank of Captain -	2s.	Nil.

## II.—Ratings.

(vi)	<i>Ratings forming part crews of submarines, including those in Immediate Reserve.</i>		<i>Payable continuously.</i>
	Ratings above A.B. and equivalent ratings -	-	3s. 9d. a day.
	A.B.'s and equivalent ratings -	-	3s. "
	Ordinary Seamen and equivalent ratings -	-	2s. 3d. "
	Boys -	-	1s. 1½d. "
(vii)	<i>When appointed to depôts as spare crews or undergoing courses in schools.</i>	<i>For each day at sea in Submarine.</i>	<i>For each day not at sea in Submarine.</i>
	Ratings above A.B. and equivalent ratings	3s. 9d.	2s. 6d.
	A.B.'s and equivalent ratings -	3s.	2s.
	Ordinary Seamen and equivalent ratings -	2s. 3d.	1s. 6d.
	Boys -	1s. 1½d.	9d.
(viii)	<i>Ratings under training.</i>		
	Ratings above A.B. and equivalent ratings	3s. 9d.	Nil.
	A.B.'s and equivalent ratings -	3s.	Nil.
	Ordinary Seamen and equivalent ratings -	2s. 3d.	Nil.
	Boys -	1s. 1½d.	Nil.

2. Payment of Submarine Allowance at the appropriate rates to Officers holding the appointments indicated at (i), (ii) and (iii) above is to commence from the dates of taking up the appointments and to cease on the dates of finally ceasing duty in the appointments, subject, in the event of sickness, to the provisions of the next clause. The allowances are not payable either to officers or ratings during periods of passage between two submarine appointments unless passage is made in a submarine.

3. In the event of sickness the following rules will apply:—

(i) *Disability directly attributable to conditions peculiar to the submarine service.*

If the disability is held by the Admiralty to be directly attributable to conditions peculiar to the submarine service, submarine pay may be continued, so long as the officer or man remains on full pay, up to a maximum of ninety-one days from the date checked sick, irrespective of whether submarine pay is being issued continuously or intermittently. A full report of the circumstances attending the

officer's or man's disability, supported by a medical certificate, is to be transmitted at the earliest possible date to the Accountant-General pending directions from whom submarine pay is to be credited only under the regulations laid down in section (ii) of this clause.

The rate of submarine pay to be credited during sickness to officers and men whose disability is admitted as coming within this category will be the rate, or, where two rates are shown, the *higher* rate appropriate to their rank or rating and to their appointment as laid down in clause 1.

(ii) *Disability not directly attributable to conditions peculiar to the submarine service and not due to causes within the officer's or man's own control.*

Submarine pay, where being paid continuously, may be continued during sickness, so long as the officer or man remains on full pay, up to a maximum of thirty days from the date checked sick. The credit of submarine pay is to be supported by a medical certificate to the effect that the disability is not due to causes within the officer's or man's own control, this certificate being forwarded as an enclosure to the ledger, or with the pay documents in the case of an officer whose account is transferred to the Admiralty, before the expiration of the thirty days.

The rate of submarine pay to be credited during sickness to officers and men whose disability is regarded as coming within this category is to be the rate, or where two rates are shown, the *lower* rate, appropriate to their rank or rating and to their appointment as laid down in clause 1.

Officers and men who receive submarine pay only for days when actually at sea in a submarine will not be eligible for submarine pay during sickness coming within this category.

(iii) *Disability due to causes within the officer's or man's own control.*

Submarine pay will cease from the date checked sick.

#### 4. *Officers undergoing War Staff Course.*

Submarine officers who are appointed to the War Staff Course will receive a special allowance of 4s. a day in lieu of submarine allowance while they are undergoing this course.

5. Submarine ratings may continue to receive submarine pay in accordance with the scale laid down in clause 1 (vii) whilst lent to the various schools for the purpose of qualifying or requalifying in non-substantive ratings necessary to the submarine service, provided the men return to submarines on completion of the courses. The allowance may similarly be continued to ratings undergoing the course for, and during the Higher Educational Test.

Submarine pay may not be withheld as a punishment for misconduct; payment to ratings may, however, be stopped, at the discretion of the Commanding Officer of a Flotilla, in the event of inefficiency resulting from misconduct on shore or on board, or want of diligence. Such stoppage should not exceed thirty days in all; it should not be entered in the records of punishment, but a reference is to be made in the "remarks" column of the ledger, e.g., "20 days' submarine allowance stopped for inefficiency (want of diligence)."

Submarine pay is attachable for the purpose of mulcts, but is not liable to deductions when a rating is in the second class for conduct.

(N. 1071/23.)

#### *Deductions.*

#### ARTICLE 1374.

\* \* \* \* \*

(b) The total sums thus remitted are to be debited in the cash account and will be imprested against the Accountant Officer and cleared by the debit in his cash account in the usual course.

(c) Sums charged against wages are to be shown in the "other charges" column of the ledger and claimed on a separate voucher to the cash account. A nominal list of the subscribers signed by each individual against the sum authorised to be deducted from his wages, attested by the Accountant Officer and approved by the Captain, is to accompany the voucher, but for subscriptions in cash a detailed list is not required.

(N.P. I./6409/20.)

\* \* \* \* \*

## SECTION II. FLAG OFFICERS AND COMMODORES.

*Pay.*

**1375. Commencement after Half-pay.**—A Flag Officer or Commodore of the First Class appointed from half-pay shall commence full pay from the date on which his flag or broad pendant is hoisted under Admiralty Order, or from date of appointment if his flag or broad pendant is not hoisted.

(N.P. I./4599/20.)

**1376. Flag Officer on Promotion.**—A Flag Officer promoted while his flag is flying, or whilst serving in an appointment which has not necessitated the flying of his flag, shall be allowed the rate of full pay of the rank to which he is promoted, from the date of his promotion.

(N.P. I./4599/20.)

**1378. Cessation.**—The full pay of a Flag Officer or Commodore at home shall cease on the day on which his flag or broad pendant is struck by order of the Admiralty or other competent authority, or on the day on which he shall cease duty if serving in an appointment which does not necessitate the hoisting of his flag or broad pendant, subject in either case to extension in respect of any balance of home service leave due. Flag Officers and Commodores who may temporarily strike their flags or broad pendants on account of absence on duty or on leave shall nevertheless during such period continue to receive their full pay.

2. An officer returning, otherwise than in his flagship from the command of a station or squadron abroad shall receive full pay to the date of his arrival in England, but an officer returning in his flagship shall continue on full pay to the date of the striking of his flag or broad pendant, subject in both cases to extension in respect of any foreign service leave due.

(N.P. I./355/21.)

*Allowances.*

**1379. Table Money Rates.**—This allowance is payable to Flag Officers and Commodores, First Class, at rates fixed by the Admiralty within a maximum of 6l. 15s. a day, subject, however, to the rule that a Commander-in-Chief is always to receive the maximum rate. The allowance to Commodores, 2nd Class, is at the rate of 30s. a day abroad and 15s. a day at home.

All rates of table money are subject to periodical revision so as to allow for rise or fall in prices.

See 1366. (*Allowances not to be varied without sanction.*)

(N.P. I./6409/20.)

**1380. When Payable.**—Subject to the provisions of Article 1382, these allowances shall only be payable during such periods as the flag or broad pendant of the Admiral or Commodore shall be flying within the limits of his station, or while he is absent from the station for naval operations, or combined manœuvres, or a conference with neighbouring Commanders-in-Chief, in accordance with Admiralty orders or Admiralty standing instructions.

The allowance shall also be payable to the Commander-in-Chief, South America Station, when he has reason to pass through the Panama Canal in proceeding from one part of his station to another.

The rates payable within the limits of the station may be continued until return to the station on other occasions if the occasion of absence should be the performance of duty, but Admiralty authority must always be sought for the continuance of payment.

2. Flag Officers are to be paid table money at the lowest rate, viz., 45s. a day (subject to periodical revision) whilst proceeding to, and returning from, their stations in their flagships, subject to the following conditions:—

(a) When proceeding to their stations, the allowance of 45s. a day is to commence on the date of setting up the mess in the flagship.

(b) In the event of a Flag Officer proceeding on leave of absence at home for more than 48 consecutive hours after having established his mess, only one-half the authorised rate, viz., 22s. 6d. a day, is to be paid during the whole of such absence.

(c) The payment of 45s. a day is to cease on the day preceding entry within the limits of the station on passage out and to commence on the day succeeding the passing out of the limits on the passage home.

(M. 0478/20 and N.P.I./355/21.)

**1381. Detached Fleets or Squadrons.**—Subject to the provisions of Article 1382 Officers flying their flags or broad pendants in appointments to detached fleets or squadrons shall receive their table allowance within such dates as the Admiralty may direct.

(N.P. I./6409/20.)

**1382. Table Money. Temporary Cessation.**—Officers who, after having commenced to receive their table allowance, shall temporarily strike their flags or broad pendants on account of absence on duty, on leave, or during sickness, shall be entitled to table or subsistence allowance as follows:—

(a) If absent on duty—The full table allowance.

Officers paid table allowance under this rule will not be granted subsistence allowance except:—

(i) When travelling on duty at home if the rate of table money payable does not equal the rate of subsistence allowance that could be paid under the provisions of Article 1506, or when accompanied by their staffs, if the table money does not equal the total allowances for subsistence payable to the Officers and members of the staffs. The subsistence allowance rates then may be paid, less the table money drawn for the period.

(ii) When travelling on duty abroad, if the conditions at (i) prevail. Subsistence allowance may then be paid, less the table money drawn for the period, the rate of subsistence allowance being the home rate plus 5s.

For the purpose of this sub-clause the receipt of table money by the Flag Officer debars the payment of subsistence allowance only to the Flag Captain and the Secretary, and not to the other members of his staff when travelling with the Flag Officer on duty.

Where a Flag Officer resides on shore at a home port, table money covers the subsistence of the Flag Officer only, and not that of any member of his staff when travelling on duty.

Table money is not intended to cover the cost of Service accommodation or victualling, and when detached on duty, the Flag Officer, Flag Captain, and the Flag Officer's Secretary are entitled to an allowance in lieu of accommodation at the regulated rates for those nights on which Service accommodation is not available and also to provision allowance if Service victualling is not available.

(b) Officers in command of the three home ports; of squadrons employed either wholly or occasionally in home waters; the Commanding Officer, Coast of Scotland; \_\_\_\_\_ the Commodores of the Naval Barracks at the home ports; and Admirals Superintendent of home dockyards:—

(i) If absent on leave for a period not exceeding 48 consecutive hours ... ..	} The full allowance.
(ii) If absent on leave for a period exceeding 48 consecutive hours at one time ... ..	
(iii) If absent on leave for any period exceeding 42 days in the year	
(iv) If absent sick ... ..	

One-half the allowance but not to exceed 42 days in any one year.

No table allowance for such period in excess.

One-half the allowance provided that the total period for which one-half table allowance is paid in any one year, for leave and sickness combined, does not exceed 42 days.

(c) The Officers in command of the squadrons referred to in sub-clause (b) are only to be allowed one-half table money for leave at such times as service in those squadrons does not count for foreign service leave under Article 1398.

(d) Officers holding any appointment abroad :—

If absent on leave, no table allowance is payable.

If absent sick, one-half the allowance, but not to exceed 42 days in any one year.

(e) For the purposes of this Article the year is to be computed in the manner prescribed in Article 863.

(C.II./980/23.)

**2. Attendance at Court.**—Flag Officers at home, when attending His Majesty's levees or courts, are to be allowed to receive their table money so long as their absence does not exceed one week. In no case is any addition to be made to the table money of the Flag Officer second in command during such absence.

(C. II./3256/22.)

**1383. Temporarily in Chief Command Abroad.**—Flag Officers or Commodores on foreign stations, temporarily succeeding to the chief command of a station or squadron, under Articles 204 and 205, shall be entitled to table allowance as Commanders-in-Chief, as authorised by the Admiralty, for the time during which their flags or broad pendants so hoisted are actually flying; that is to say, between the dates when official intelligence shall be received by them of the death, relinquishment of command or absence of the Commander-in-Chief, and of the arrival of an officer on the station, duly authorised to assume the chief command.

Flag Officers or Commodores abroad placed temporarily in chief command under Article 205a owing to the absence, sick, of a Flag Officer, shall be entitled to table allowance as prescribed in Article 1384 for Officers temporarily in chief command at home.

(M. 43273/20.)

**1384. Temporarily in Chief Command at Home.**—Flag Officers or Commodores of the First Class temporarily succeeding to the chief command of a station at home or of a squadron employed wholly or occasionally in home waters, under Articles 203 and 205a shall be entitled to table allowance, as authorised by the Admiralty, from the day following that on which the allowance or any part thereof may have ceased to be paid to the Commander-in-Chief or Flag Officer in command, and ending on the day previous to that on which such flag may be rehoisted; provided that the temporary allowance payable to the officer in temporary command shall not exceed the amount not drawn by the Commander-in-Chief or Flag Officer in command in consequence of his absence.

\* \* \* \* \*

**3. For allowances to Commodores of the Second Class, see Article 1388.**

(M. 43273/20 and N.P. I./6198/20.)

**1386a. Establishment Allowance.**—An allowance at the rate of 10s. a day is payable to Flag Officers and Commodores, 1st Class, when in charge of an establishment or of a service and not in receipt of table money.

2. This allowance is payable from the date of actually taking charge of the establishment, irrespective of the date of appointment, until the last day of performing duty.

3. The establishments and services for which this allowance is payable are at Admiralty discretion and no payment of the allowance is to be made without definite Admiralty authority.

(N.P. I./6409/20.)

**1387. Allowances to Commodore, Second Class.**—A Commodore of the Second Class shall, from the day of hoisting his broad pendant by order, to the day of striking it, be entitled to 10s. a day in addition to his table allowance and to his pay and command money as Captain; but if also appointed to the command of a station and not being under the orders of any senior officer, or if in the actual command of a separate squadron under the same conditions, he may, if so ordered by the Admiralty, while actually within the limits of his station or while holding such separate command, receive an allowance of 1l. a day instead of 10s.

The receipt of table money precludes a Commodore, Second Class, from receiving entertaining allowance as Captain.

(N.P. I./6409/20.)

ARTICLE 1388.

\* \* \* \* \*

2. **Table Money while on Leave at Home.**—When a Commodore of the Second Class strikes his broad pendant on proceeding on leave at home for any period exceeding one week, the Commander-in-Chief by whom the leave is granted is authorised to order the Captain upon whom the duties of the officer on leave devolve, to be paid the amount of table money not drawn by the Commodore in consequence of his absence.

3. The receipt of table money under this Article entails the suspension of entertaining allowance.

(N.P. I./6409/20.)

1389. *Cancelled.*

(N.L. 7489/13.)

1390. *Cancelled.* (See 1517a.)

(N.P. I./859/21.)

SECTION III. OFFICERS.

*Pay.*

1392. **Appointments carrying Higher Pay.**—Officers appointed by the Admiralty to a ship or service carrying a higher rate of pay, or promoted by the Admiralty while serving, and appointed in the higher rank, shall be entitled to the full pay of their position or rank only from the date of their appointment, except as specified in Articles 1376 and 1393. If not re-appointed on promotion, they shall continue on the full pay of their former rank until discharged after expiration of home or foreign service leave due.

(N.P. I./355/21.)

1393. **Promoted Officers and Men.**—An officer or man who may be advanced to any of the following ranks whilst serving shall be entitled to the pay attached to such rank from the date of promotion or advancement, viz. :—

(a) Lieutenant Commanders of all branches.

(b) Surgeon Commander.

(c) Paymaster Commander, Paymaster Lieutenant, Acting Paymaster Sub-Lieutenant, or Paymaster Midshipman.

(d) Acting Sub-Lieutenant, Acting Mate, Acting Mate (E) or Midshipman.

(e) Commissioned officers from warrant rank.

(f) Acting warrant officers.

(g) Probationary Schoolmaster and higher ranks in the Schoolmaster branch.

(h) Royal Marine Officers of all ranks (including the Schoolmaster Branch), except Paymasters and Barrackmasters, on promotion to the rank of Lieutenant-Colonel.

(C.W. 14845/21.)

2. The date of seniority, when expressed in an order or warrant for any rank referred to in Clause 1 of this Article, is to be accepted as the date on which the full pay in the higher rank is to commence.

(C.W. 14845/21.)

1393a. **Officers specialising in Engineering.**—Sub-Lieutenants who have obtained their engine room watch-keeping certificate will, if subsequently selected to specialise in (E) as Sub-Lieutenants, be eligible for the 13s. rate of pay from date of first appointment to one of His Majesty's ships for (E) duties or to a course of instruction in (E). Should a Sub-Lieutenant who has not obtained his engine room watch-keeping certificate be so appointed, he will not be eligible for the 13s. rate of pay until he has obtained such certificate.

2. Officers who have obtained the full qualifications for Lieutenant (E) while still holding the rank of Sub-Lieutenant, will, on promotion to Lieutenant (E), be paid as such from the date of first appointment in the higher rank.

3. Officers who have not obtained the full qualifications for Lieutenant (E) while holding the rank of Sub-Lieutenant, will not be entitled to the pay of Lieutenant (E) until they qualify and have been re-appointed as such.

Pending qualification they will, subject to re-appointment in the rank of Lieutenant, be placed on the ordinary scale for that rank.

4. The rates of full pay shown in Appendix I. for the Engineer Branch will be paid continuously while an officer is employed on engineering duties, but a Lieutenant (E) or Lieutenant Commander (E) who reverts to deck duties will, while employed solely on such duties, receive pay on the scale of the Executive Branch.  
(N.P.I./6409/20.)

5. (E) Officers employed on Physical Training Duties.—A Lieutenant (E) undergoing a course of Physical Training, or a Lieutenant (E) or Lieutenant-Commander (E) employed on Physical Training duties in the Mechanical Training Establishment at Portsmouth will continue to receive pay at the rates shown in Appendix I. for Officers of the Engineer Branch, provided that he has not reverted permanently to deck duties, but will not be eligible to receive Physical Training allowance.  
(C.W. 3750/22.)

1394. When Accountant Officer Absent.—When the Accountant Officer (the rank allowed by complement being not below Paymaster Lieutenant-Commander) is absent from the ship continuously for upwards of three months, otherwise than on leave, the Paymaster Lieutenant, Paymaster Sub-Lieutenant or Paymaster Midshipman performing his duty, although not holding an acting order as Paymaster Lieutenant-Commander, may be granted additional pay, but the special remuneration thus granted is not to exceed the difference between the officer's own rate of pay and the lowest rate of pay for a Paymaster Lieutenant-Commander. A full report of the circumstances is to be made to the Admiralty in order that the rate payable may be decided.  
(N.P. I./6409/20.)

1395. Chaplain.—A Chaplain, who is also an Instructor Officer, while serving in the double capacity, is to be paid as Instructor Officer.

2. When employed only as Chaplain or as Instructor Officer, he is to receive the pay of the branch in which he holds his appointment.  
(N.P. I./6409/20.)

1396. Officers, R.N., sent Sick, at Home.—Any officer of the Royal Navy serving in a ship or establishment at home, on being sent sick, shall continue to receive his full pay until he is able to rejoin, provided that no other officer is acting in his stead; but if there be an officer acting in his stead or an officer has joined to supersede him, or if the officer who is sick is a supernumerary, then his full pay shall continue only until the expiration of 42 days from the date of his being sent sick, provided that he shall remain so long under treatment and his ship continues in commission. If a sick officer is not superseded until after the lapse of 42 days, he shall remain on full pay until the date of supersession. On the completion of 42 days the Commanding Officer is to report the fact to the Admiralty, stating at the same time how much longer the officer is likely to be absent, and whether his services can be spared for so long without detriment to the Service. Any officer sent sick while undergoing a course of instruction on full pay shall receive full pay for such period as he shall remain sick, but not beyond the date of the expiration of the course or for more than 42 days, whichever is the earlier.

Officers, R.M., sent Sick at Home.—An Officer of the Royal Marines sent sick, whether borne ashore or afloat, shall remain on full pay for 42 days on the books of his division if borne on shore strength, or of his ship if borne afloat, provided that where an officer is borne afloat, his ship continues so long in commission.

2. Full Pay Sick Leave.—Any officer who, while serving or attending a course of instruction on full pay, becomes unfit for service at home or abroad from causes beyond his own control, may be awarded full pay sick leave at the discretion of the Admiralty, up to a limit of 91 days in ordinary circumstances, this period being reckoned from the date checked sick if the officer falls sick in a ship or establishment

at home, or from the day following that of arrival at the first English port, if the officer is invalided from abroad. The period of full pay sick leave may be extended to a maximum of 12 months on the recommendation of the Medical Director-General, provided there is a reasonable probability of the officer's ultimate return to duty, for—

(a) Junior officers of the actual or relative rank of Sub-Lieutenant or under.

(b) Other officers when the circumstances are such as to call for exceptional treatment, viz., when the illness is due to service in the tropics or an unhealthy climate, or when the rate of half-pay is very small, or when heavy expenses for medical treatment have necessarily been incurred by the officer.

No allowances whatsoever are payable during grants of full pay sick leave except the following :—

(i) The specialist allowances payable continuously to Lieutenant-Commanders, Lieutenants, warrant officers, and officers promoted therefrom under the conditions laid down in Articles 1407, 1407a and 1407b.

(ii) Submarine pay subject to the conditions promulgated from time to time.

(iii) Allowances to Observers under similar conditions as for submarine pay, but subject to prior Admiralty authority (*vide* Article 1411).

(iv) Lodging money under the conditions laid down in Article 1516a, Clauses 1 and 3.

As regards medical expenses of officers on full pay sick leave *see* Article 1331q.

3. The period of full pay sick leave granted to officers will not include the unexpended balance of home service leave or full-pay leave earned by foreign service, which will be granted on completion of the period of full pay sick leave, except to officers invalided from the service, who will not be granted any period of home or foreign service leave.

4. (a) The pay documents of officers discharged as laid down in clause 1 are to be forwarded to the Accountant-General.

The pay documents of officers (both of the Royal Navy and Royal Marines) who are sent home from abroad on account of sickness are to be dealt with as laid down in Articles 1599-1601.

(b) Officers of the Royal Navy and officers of the Royal Marine Supplementary List (W/T) granted full pay sick leave under clause 2, are to be entered on the books of a general dépôt for time only. Their full pay will be dealt with on a section of the dépôt ledgers kept at the Admiralty, and payment made by the Accountant-General on the expiration of the full pay sick leave. *See* 1608 (*Payments to Officers on Full Pay Sick Leave*).

(c) Officers of the Royal Marines other than those on the Royal Marine Supplementary List (W/T), granted full pay sick leave, will be borne on the books of their division, the necessary pay particulars being communicated by the Accountant-General.

5. A commissioned officer from warrant rank or warrant officer is to be retained on the books of his ship until superseded, or until the expiration of 42 days if he is a supernumerary, provided the ship continues in commission. He is then to be discharged to his dépôt or establishment as laid down in Article 229, to await disposal. He will be entitled to his usual rate of pay while so borne.

6. The foregoing provisions do not apply to officers wounded in action or to officers injured on duty, or under treatment for insanity attributable to the Service, who are to be dealt with under Articles 1352 and 1353 respectively.

(N.P. I./2949/21.)



## ARTICLE 1397.

3. On Paying Off at Home.—If in charge of stores, or required to assist the officers in such charge, or in charge of stores on passage home :—

		Where to be borne whilst closing Accounts.
Commissioned Officers in charge of Accountant Officers' stores - -	In ships whose complement is :— Over 600 - 14 days* " 400 - 10 " Of or under } 400 - 7 "	
Accountant Officers - -		
Junior Accountant Officer - -		
Supply ratings - -		
Writers - -		
Mess Stewards or other persons paid the allowance for care of officers' mess traps - -		
Engineer Officers in charge	All ships - - 7 days (Or until the survey of the machinery and boilers by the officers of the Dockyard has taken place).	General depôt.
Medical Officers in charge of stores - -	All ships - - 7 "	
Shipwright Lieutenants, Commissioned and Warrant Shipwrights - -		
Commissioned Officers in combined charge of Accountant Officers' and naval stores - -	" - - 10 "	General depôt; except Gunners, who are to be borne in the gunnery school.
Commissioned Officers in charge of naval stores -	All ships - - 7 "	
Boatswains - -	All ships except Destroyers - 14 "	
Gunners or other warrant officers in charge of Gunners' naval and naval armament stores - -	Destroyers - 10 "	
Gunners in charge of naval armament stores - -		General depôt; except at Portsmouth and Devonport, where they are to be borne in torpedo school. General depôt.
Torpedo warrant officers in charge of their own stores	All ships - - 10 days	
Torpedo Coxswains - -	Destroyers - 7 "	

\* The maximum period is to be allowed for general depôts, gunnery and torpedo schools, torpedo boat destroyer depôts, and training establishments (and for such other ships, establishments, and special services as the Admiralty may authorize) with the following exceptions, viz. :—

Accountant Officers (V.) at Training Establishments	Period allowable. - 10 days.
Accountant Officers (G.M.) at R.N. Barracks	- - 7 "

4. On Supersession at Home.—If in charge of stores, or required to assist the Officers in such charge :—

ommissioned Officers in charge of Accountant Officers' stores - -	accountant Officers - -	<div> <div>In ships whose comple- ment is :—</div> <div> <div>Over 600 - 10 days†</div> <div>" 400 - 7 "</div> <div>Of or under } 400 - 5 "</div> </div> </div>	
ommissioned Officers or Gunners and Boatswains and Shipwrights in charge of stores, including Gunners in charge of naval armament stores in de- stroyers - - - -	ommissioned Officers, in combined charge of Ac- countant Officers and naval stores - - - -		
		All ships - - 7 days	<div>On the Supernumerary list of their own ships if practicable, if not in general dépôt.</div>
		" - 7 "	
		In ships with engines under 4,000 h.p. - 7 "	
		In ships with engines of and above 4,000 h.p. 10 "	
		(Where both N.D. and F.D. are given in Navy List, the F.D. is to be taken.)	
		At Royal Naval Barracks at Portsmouth, Devonport and Chatham - 14 "	
Accountant Officers in charge of victualling ac- counts - - - -		" " 7 "	
Accountant Officers (G.M.) -		At Training Es- tablishments - 10 "	
Accountant Officers (V.) -			

† A period of 10 days is to be allowed, on supersession, for general dépôts (other than for victualling and general messing accounts), gunnery and torpedo schools torpedo boat destroyer dépôts and training establishments and for such other ships establishments and special services as the Admiralty may authorise.

Where it is considered necessary that a longer period should be granted than is allowed by the clause, prior Admiralty sanction should be applied for not less than 10 days before the expected date of supersession.

(N.P. I./1130/22.)

\* \* \* \* \*

6. On Supersession in the Home Command Area.—Accountant Officers may be granted ten days to close accounts, subject to the approval of the Admiral Commanding Coastguard and Reserves. They are to be borne for pay for such period on the ledger of the Command in which they are serving.

(N. 8459/22.)

\* \* \* \* \*

10. Closing Accounts Abroad.—The Commander-in-Chief, or Senior Officer present, abroad, may detain any of the above-named officers, Warrant or Petty Officers, for a period not exceeding that shown in clause 4, when it may be

necessary to close accounts on the spot, either on supersession or on paying off; but whenever he does so he is to report his reasons for the information of the Admiralty. (N.P. 1861/12.)

\* \* \* \* \*

**1398. Full Pay Leave.**—All commissioned officers below the rank of Flag Officer, and Warrant Officers, including those occupying official residences or in receipt of allowances for house rent, are, after service on foreign stations, to be allowed leave with the full pay of their respective ranks for the following periods, according to the length of their total continuous service abroad :—

(a) Seven days' full pay leave for each completed period of six months' service.

(b) Leave for periods of service of less than six months to be reckoned at one day for each complete month's service.

**Special Cases.**—This scale to extend to a period of five years' absence from England. Absence from England for more than five years will be separately dealt with by the Admiralty when in their opinion circumstances warrant the extension of some special indulgence to an officer returning to England after such absence.

Officers serving in the Fourth Cruiser Squadron will not be rendered ineligible for Foreign Service leave by the return of the ships to England for manœuvres, but the period spent in Home Waters will not count for purposes of computation of the amount of leave due. Any leave taken while in Home Waters will be disregarded in computing the Foreign Service leave allowable.

(C.W./13.)

2. Subject to the convenience of the Service, leave to officers serving in the following fleets, &c., will be governed by Articles 863 and 864 :—

Home Fleets.

Training Squadron and seagoing training ships for cadets.

Stationary ships at home.

Shore appointments at home.

3. **Commencement.**—Full pay leave is to commence from the date of the officers being paid off or otherwise ceasing full pay.

Officers who while serving abroad may be—

- (a) superseded for their own convenience,
- (b) dismissed by sentence of Court-Martial,
- (c) removed from their ships for any misconduct,
- (d) ordered to return to England to fill an appointment at home,
- (e) retired either voluntarily or for age,

are not entitled to this indulgence.

Officers who may be retired for age either while on passage home or on the day of arrival home, will similarly not be entitled to any full-pay leave on account of Foreign Service. Officers retired during their period of Foreign Service leave will be placed on Retired Pay from date of retirement.

Officers who may retire voluntarily on or after arrival from Foreign Service will be allowed full-pay leave prior to their retirement on the scale given in clause 1.

(A./07. C.W. 7820/13.)

\* \* \* \* \*

5a. **Officers studying abroad.**—Time spent on full pay for the study of Foreign languages abroad will not count as foreign service for purposes of full pay leave, whether the Officers were appointed direct from England or from a Foreign Station.

(C.W. 11809/20.)

\* \* \* \* \*

**1399. Date of cessation of Full Pay.**—The full pay of officers in ships at home, except as provided below and under Articles 229 and 1396 is to cease on the day of their being superseded, invalided or discharged to unemployed or half pay or from the Service, subject to extension in respect of any balance of home service leave due.

2. The full pay of officers on the supplementary list and officers promoted to Lieutenant under Article 299 in ships at home is to cease only :—

- (a) If invalided or otherwise discharged from the Service, or
- (b) if placed on half pay on account of misconduct or at their own request, or
- (c) in consequence of sickness.

3. The full pay of commissioned officers from warrant rank and warrant officers is to cease only on their being discharged from the Service or placed on half pay on account of misconduct or at their own request. (*See 1917.*)  
(*N.P. I./1817/21.*)

### Allowances.

**1401. Allowances generally.**—The allowances payable are set out in Appendix I. under the respective branches to which they are applicable, those allowances which are not confined to one branch being shewn at the end of the Appendix. Where the information in Appendix I. concerning any allowance does not contain all the rules and conditions affecting it, such rules and conditions are more fully expressed in the following Articles.

2. Officers are not eligible for the allowances prescribed for ratings.

3. **Period for which Payable.**—All allowances with the exception of those for which specific provision is made to the contrary in the relevant Regulations, are to be payable only between the dates of commencement and ending of the performance of the duties for which they are paid.

(*N.P. I./355/21.*)

**1402. Command Money.**—An allowance under the designation of command money shall be paid at the rates laid down in Appendix I., to :—

(a) Officers appointed in Command of His Majesty's ships in commission or of groups of His Majesty's ships in commission.

(b) Commodores, 2nd Class, and Captains appointed in command of shore establishments.

(c) Captains appointed to the special posts detailed in Appendix I., i.e., Chief of Staff, &c.

(d) Colonels Commandant, Royal Marines.

(e) Lieutenant Colonels or Majors, Royal Marines, placed in independent command of Royal Marine Battalions detached from the Divisions or Depot for special service or for training or manœuvres.

Command money is not paid to officers employed on committees or appointed for courses of instruction.

An officer in receipt of command money at the harbour rate will not be entitled to receive the sea-going rate on occasions of proceeding to sea for brief periods, e.g., running trials.

(*C.W. 20441/20.*)

2. Command money is issuable from the date of appointment in command and continues until the cessation of full pay in respect of the appointment as determined by Articles 1357, 1358, 1396 (Clause 1) and 1399. It will not be issued during foreign service leave, balance of home service leave or during grants of sick leave on full pay.

An officer appointed to a ship as additional and as in command on re-commissioning will, therefore, receive command money only from date of recom-

missioning, but if he proceeds abroad in a transport, &c., with a relief crew for the new commission, he is entitled, from the date of appointment as additional, to the allowance at the rate he would otherwise draw from the date of recommissioning.

3. An officer appointed by competent authority to act in command of a ship or establishment in the temporary absence of the Commanding Officer, through illness or other cause, is to be paid command money at the rate authorised for the officer whom he supersedes, except that where the officer so appointed is below the rank of Captain and the officer superseded is a Captain in receipt of the highest rate of command money, the command money of the former is to be restricted to the rate of 7s. a day, unless Admiralty approval, which will only be given in wholly exceptional circumstances, be obtained to the grant of the highest rate. The absent officer will cease to draw command money as from the date on which his successor takes over command unless :—

(a) he be engaged on duties entitling him to a continuance of the allowance, or

(b) he be entitled to continuance of full pay under Article 1396, Clause 1, when the allowance will cease with the cessation of full pay in respect of the appointment and before the grant of any full pay sick leave for which he may be eligible.

4. An officer succeeding temporarily to a command \_\_\_\_\_ in a vacancy without being actually appointed in command may receive the command money of his rank, under the following conditions :—

In a ship carrying the sea-going rates of Command Money - - - -	{ If the vessel proceeds to sea, provided that the period of temporary command is not less than seven days. If the vessel does not proceed to sea, provided that the period of temporary command is not less than 30 days.
In a ship (Harbour or Reserve commission) carrying the harbour rate - - - -	{ If the vessel proceeds to sea, provided that the period of temporary command is not less than seven days. The harbour rate is to continue during absence from the port unless the sea-going rate is specially authorised by the Admiralty. If the vessel does not proceed to sea, provided that the period of temporary command is not less than 30 days.
In a Naval Shore Establishment or Headquarters or Depôt, Royal Marines	{ Provided that the temporary command is not less than 30 days and that the temporary Commanding Officer holds the rank of a Captain, R.N., or of a Colonel or Lieutenant-Colonel, R.M.
In a Royal Marine Battalion detached from the Divisions or Depôt for special service or for training or manœuvres -	{ Provided that the temporary command is not less than 7 days.

(C.W. 3837/22.)

5. Officers in command of His Majesty's ships in tow out of commission, except vessels below light cruiser, are to be paid command money as follows :—

Lieutenants and Lieutenant Commanders	-	-	-	3s.
Commanders	-	-	-	5s.
Captains	-	-	-	7s.

No allowance is issuable for vessels below light cruiser.

**1402a. Entertaining Allowance.**—An allowance under the designation of entertaining allowance shall be paid at the rates laid down in Appendix I. to :—

(a) Captains and Commanders appointed in command of His Majesty's ships in commission or of groups of His Majesty's ships in commission.

- (b) Captains appointed in command of shore establishments.
- (c) Captains appointed to the special posts detailed in Appendix I, *i.e.*, Chief of the Staff, &c.
- (d) Colonels Commandant, Royal Marines.

The allowance to Flag Captains is to cover the expense incurred by them when the flag is temporarily struck.

2. The rates of entertaining allowance are dependent upon the rank of the recipient. Those payable to captains are each definitely associated with only one rate of command money, *i.e.*, the rate of the former is to be 8*s.*, 5*s.*, or 2*s.* 6*d.* a day according as the rate of the latter is 10*s.*, 7*s.*, or 5*s.* a day. Entertaining allowance is only payable to Commanders in sea-going appointments.

3. Except as provided for in clause 5, entertaining allowance may only be drawn by one officer at a time in respect of any given appointment.

4. Entertaining allowance is payable from the date of assuming command, and is thenceforward issuable continuously until the date of finally giving up command.

5. An officer appointed to a ship as additional and as in command on commissioning will, therefore, receive entertaining allowance only from the date of assuming command on recommissioning, but if he proceeds abroad in transport, &c., with a relief crew for the new commission, he is entitled, from the date of embarkation, to the allowance he would otherwise have drawn from the date of assuming command. An officer returning to England in charge of a paid off crew under like conditions, is similarly entitled to entertaining allowance whilst on passage home.

These are the only exceptions to the rule in Clause 3.

6. An officer who is appointed, or who succeeds temporarily to the command of a ship or establishment under Article 1402, Clauses 3 or 4, will be entitled to the rate of entertaining allowance, if any, appropriate to his rank only, and such allowance shall commence from the date on which he assumes command. The allowance of his predecessor is to cease on the previous day unless he be engaged on duties entitling him to the continuance thereof.

7. A Captain or Commander granted command money, under Article 1402, Clause 5, for a ship in tow out of commission will draw entertaining allowance at 6*s.* or 2*s.* 6*d.* a day respectively.

(N.P. I./1395/21.)

**1403. Temporary Flag Captain.**—When the flag or broad pendant of a Flag Officer or Commodore is hoisted temporarily in a ship other than his proper flagship, the Captain of such ship shall continue to receive command money and entertaining allowance at the rates allowed before the flag or broad pendant was hoisted, but command money and entertaining allowance shall be fixed at the flag rates of 7*s.* and 5*s.* a day respectively, whenever flag allowances are paid.

(N.P. I./1395/21.)

**1404. Special grant of Command Money and Entertaining Allowance.**—The Admiralty reserve to themselves the power of awarding the highest rates of command money and entertaining allowance to Captains commanding ships other than those specified in Appendix I. if the circumstances render it advisable, but this discretion is restricted to sea-going appointments.

(N.P. I./1395/21.)

**1405. Flag Allowances** will be granted under the following regulations to the various ranks enumerated below when performing the relevant duties in ships carrying the flags or broad pendants of Flag Officers or Commodores in command of fleets or squadrons.

Classes of Officers.	In Ships bearing the Flag of a Commander-in-Chief.	In Ships bearing other Flags or Broad Pendants.
	A day. s. d.	A day. s. d.
Commander for executive duties - - -	5 0	2 6
Commander (N.) - - -	5 0	2 6
Lieutenant-Commander (N.) or Lieutenant (N.) -	5 0	2 6
Engineer Commander or Engineer Lieutenant-Commander :—		
If an Engineer Captain is attached for service of the fleet, and is not accommodated on board the flagship - - -	2 6	2 6
If the Engineer Captain is absent from the fleet 30 days or if none is borne - - -	5 0	2 6
If the Engineer Captain is accommodated on board - - -	No allowance	No allowance.
Senior Officer of Royal Marine detachment - -	5 0	2 6
Surgeon Commander or Surgeon Lieutenant-Commander - - -	5 0	2 6
Paymaster Captain, Paymaster Commander, or Paymaster Lieutenant-Commander - -	5 0	2 6

(N.P. I./5142/20.)

\* \* \* \* \*

**1406. First Lieutenant's Allowance.**—In the absence of orders to the contrary the senior Lieutenant-Commander or Lieutenant of a ship in which First Lieutenant's allowance is payable, is entitled to the allowance without specific appointment as First Lieutenant, but if a Lieutenant-Commander or Lieutenant be appointed for First Lieutenant's duties, he is to receive First Lieutenant's allowance while performing the duties even though he be not the senior of the ship.

In Captain's commands in which no Commander is allowed, the Navigating Officer will not be eligible for the allowance unless appointed for First Lieutenant's duties in special circumstances.

Officers reverting from (E) to deck duties will be eligible for the allowance, but it is not to be paid to a Lieutenant-Commander (E) or Lieutenant (E) paid as such.

2. A Lieutenant-Commander or Lieutenant performing both First Lieutenant's and specialist duties, may draw the allowances for both duties concurrently. If, however, the officer performing First Lieutenant's duties is a qualified specialist, but not appointed for specialist duties, he will not draw both allowances, but may choose which allowance he is to be paid.

3. **While on Passage.**—First Lieutenant's allowance may be paid while the officer is on passage if he performs the duties for which the allowance is granted; but payment is not to be made without the previous sanction of the Admiralty.

4. It may also be paid whilst he is sick in hospital or is on leave sanctioned by the Admiralty, provided that he eventually returns to the ship and that no other Officer draws the allowance in the meantime.

5. **Rate of Allowance.**—The rates payable are shewn in Appendix I. and are governed by the ranks allowed in the authorised complement. If, in any instance the ranks actually borne are otherwise than is allowed in authorised complement, the allowance is nevertheless to continue to be paid on the basis of that complement; but if the conditions are likely to be more or less permanent, instructions should be applied for. In every ship the issue of the allowance is contingent upon the officer concerned filling a vacancy for a Lieutenant-Commander or Lieutenant allowed in the authorised complement.

6. **During Leave.**—Should an officer on leave from a ship at home, who has been receiving this allowance, be appointed to another vessel for the performance of the same duties as he has hitherto been discharging, the allowance is to be continued throughout his leave, unless it shall be necessary for him to embark for passage to his new appointment, when the allowance shall only be payable to the date of embarkation. Should, however, the new appointment not be for the performance of First Lieutenant's duties, the payment thereof shall cease on the date of proceeding on leave.

7. **Payment to Ranks below Lieutenant.**—A Sub-Lieutenant, Mate, commissioned officer from warrant rank or warrant officer performing First Lieutenant's duties under conditions which would entitle a Lieutenant-Commander or Lieutenant to the allowance if borne, is to be paid the allowance at the same rate as it would have been paid to the Lieutenant-Commander or Lieutenant.

8. **Vessels in Reserve.**—The allowance is not payable in vessels of the following classes in reserve commission :—

Vessels with care and maintenance party.  
Small monitors.  
Minesweepers and sloops.  
Destroyers.  
Torpedo boats.  
P. and P.C. boats.

9. **While Absent on Special Duty.**—An officer holding the position of Senior Lieutenant for executive duties may continue in receipt of the allowance attached to the performance of those duties when absent from his ship on special and important duty, and the Officer temporarily performing the special duties of the absent officer may, on obtaining the sanction of the Admiralty, be paid a special allowance at such rate as may be determined, but not in excess of the ordinary rate of extra pay authorised by the Regulations, nor the amount of the allowance attaching to the special duty performed.

(N.P. I./6656/20.)

1407. **Specialist Allowances to Lieutenant-Commanders and Lieutenants.**—The allowances bearing this designation are those for qualification in gunnery, torpedo, navigating, signalling, wireless telegraphy, war staff, physical and recreational training and anti-submarine duties.

These allowances are not payable to officers promoted from warrant rank, except those promoted for acts of gallantry and daring.

(N.P. I./408/21.)

2. The regulations as to navigating allowance are laid down in Article 1407b. Officers who have undergone special courses in the other subjects and have qualified therein, are, subject to the provisions of the next Clause and except during service at the Admiralty, to be paid the appropriate allowance as laid down in Appendix I. concurrently with full pay, from date of first appointment for duty after qualifying (irrespective of whether that appointment is for specialist duties or not) until the date (a) of finally ceasing full pay as a Lieutenant-Commander, or (b) of permanently ceasing to be employed as a specialist, if earlier. These allowances are not payable with unemployed pay.

(N.P. I./4020/21.)

3. An officer having two specialist qualifications will be paid for only one of them, and if the allowances are at different rates the one at the higher rate is to be paid provided the officer has not permanently ceased to perform these duties.

An officer appointed for specialist duties and performing First Lieutenant's duties may draw the allowances for both duties concurrently, but a specialist officer given an appointment carrying an allowance, e.g., as First Lieutenant and not also appointed for specialist duties, will not draw both allowances, but may choose which allowance he is to be paid.

A specialist officer appointed in command is only to receive command money concurrently with specialist allowance in appointments for which the double payment has been specially authorised by the Admiralty. Otherwise he is to receive either command money or specialist allowance as may be the more advantageous to him.

4-13. *Cancelled.*

(N.P. I./408/21.)



**1407a. Specialist Allowances to Officers of Warrant Rank and Officers below the rank of Commander promoted therefrom, except those promoted for gallantry and daring**—The allowances bearing this designation are those for qualifications in advanced gunnery (dagger) course and in navigation.

2. The allowance for the dagger qualification is to be paid continuously at the rate shown in Appendix I. under the same rules and subject to the same restrictions as those prescribed in Article 1407.

The regulations as to navigating allowance are given in Article 1407b.

(N.P. I./408/21.)

**1407b. Navigating Allowance.**—This allowance is payable at the rates shown in Appendix I.

2. **Commanders.**—The allowance is issuable only to officers who are qualified in and appointed for (N) duties. Apart from the exceptions specified below, it is granted to Commanders only on account of the special responsibilities of navigating a ship at sea and will be payable only :—

- |   |                              |
|---|------------------------------|
| (a) In sea-going ships in commission  | } Rate payable<br>5s. a day. |
| (b) In ships in reserve commission when being navigated from one port to another or on occasions of trials or during manœuvres. |                              |
| (c) In ships not in commission when being navigated from one port to another or on occasions of trials.                         |                              |

The exceptional appointments in which the allowance will be granted are :—

- |   |                              |
|---|------------------------------|
| (d) King's Harbour Masters and Assistant King's Harbour Masters.  | } Rate payable<br>4s. a day. |
| (e) Those in which it may be authorised by the Admiralty in recognition of special circumstances, but it will not be paid to officers serving at the Admiralty or to Superintendents of Chart and Chronometer Depôts. |                              |

3. The allowance will be payable to Commanders under the conditions prescribed for allowances generally in Article 1401, subject to the following stipulations :—

- (a) An officer appointed in command will not be paid navigating allowance in addition to command money.
- (b) Should an officer on leave from a ship at home who has been receiving (N) allowance, be appointed to another vessel for the performance of the same duties, the allowance is to be continued throughout his leave unless it shall be necessary for him to embark for passage to his new appointment, when the allowance is payable only to the date of embarkation. Should, however, his new appointment not be for (N) duties, the payment of (N) allowance shall cease on the date of proceeding on leave.

4. **Lieutenants and Lieutenant-Commanders Qualified in (N)** (except those provided for in clause 6).—The allowance is issuable at the rate shown in Appendix I. under the conditions prescribed for other specialist allowances in Article 1407, subject to the following stipulations :—

- (a) An officer appointed in command will not be paid both command money and navigating allowance, but will receive whichever is the more advantageous to him.
- (b) In Captains' commands in which no Commander is allowed, the Navigating Officer will not be eligible for First Lieutenant's Allowance unless appointed for First Lieutenant's duties in special circumstances.

5. The 4s. rate of (N) allowance may be paid to an officer who obtains a provisional certificate for first-class ships in accordance with Article 323, Clause 14, subject to the recovery of the excess of the 4s. rate over the lower rate in the event of failure to qualify when opportunity occurs.

6. **Warrant Officers, Commissioned Officers from Warrant Rank and Lieutenants and Lieutenant-Commanders promoted therefrom, qualified in Coastal Navigation.**—The allowance is issuable only to officers who are qualified in coastal navigation and appointed for (N) duties. It is payable at the rate shown in Appendix I. under the conditions for allowances generally prescribed in Article 1401, and in Clauses 3 (a) and (b) and 4 (b) of this Article.

7. For allowances to non-specialists performing (N) duties, see Article 1407c.

(N.P. I./407/21.)

**1407c. Non-Specialists performing Specialist Duties.**—The allowance of 1s. a day shown in Appendix I. is payable to unqualified officers appointed to perform any one of the following specialist duties in a ship in the complement of which a corresponding specialist Lieutenant or Lieutenant-Commander is allowed, but not borne, viz.: gunnery, torpedo, navigating, signalling, wireless telegraphy, war staff and anti-submarine.

2. The ranks eligible for this allowance are Lieutenant-Commanders and Lieutenants (whether promoted from Warrant rank or otherwise), Sub-Lieutenants, Mates, Commissioned Officers from Warrant rank and Warrant Officers.

Subject to the same conditions, officers below the relative rank of Commander of branches other than the Executive, will be eligible for the allowance for the performance of war staff duties.

Officers receiving the allowance for director duties (Article 1407d) will, however, not be eligible for any allowance for performing specialist duties.

3. The allowance is issuable under the conditions prescribed in Article 1401 for allowances generally.

4. If officers of Warrant or ex-Warrant rank hold the qualification entitling them to the allowance for the advanced gunnery (dagger) course, this allowance is payable in addition thereto under the conditions set forth in Clauses 1, 3 and 5 of this Article.

5. When an officer with the dagger qualification is appointed in lieu of a Lieutenant-Commander (G) or a Lieutenant (G), he is to receive only the dagger allowance of 2s. a day, but if an officer in receipt of that allowance is required to perform the duties of a Lieutenant-Commander (G) or a Lieutenant (G) temporarily in addition to those for which he was appointed, the facts are to be represented to the Admiralty for decision as to whether the 1s. a day is to be allowed.

6. A non-specialist officer performing more than one specialist duty will be paid only one allowance.

(N.P. I./408/21.)

7. The performance of (N) duties by an unqualified officer during a temporary vacancy will not entitle him to this allowance unless the ship proceeds to sea when payment will be allowable subject to the issue of an appointment as indicated in Clause 1.

(N.P. I./2790/21.)

**1407d. Director Warrant Officers.**—Warrant officers and commissioned officers from warrant rank appointed as Director Warrant officers are to receive the allowance at the rate shown in Appendix I. under the conditions prescribed in Article 1401 for allowances generally, and in addition to the allowance for the advanced gunnery (dagger) course (Article 1407a) when qualified therefor. (See Article 1407c, Clause 2.)

(N.P. I./408/21.)

**1407e. Specialist Allowance to Captains, R.M., and Lieutenants, R.M.**—The allowances bearing this designation are those for qualification in gunnery, musketry, army signalling, wireless telegraphy, war staff, and physical and recreational training duties.

2. Officers who have undergone special courses in these subjects and have qualified therein are, when duly appointed for any of these duties afloat or ashore, to receive the appropriate allowance as specified in Appendix I.

3. The allowance is issuable under the conditions prescribed in Article 1401 for allowances generally, and will not be payable during service at the Admiralty.

4. If an officer is appointed for two specialist duties, he will be paid for only one of them, and if the allowances are at different rates the one at the higher rate is to be paid.

5. The provisions of Article 1407a so far as relates to the allowance for the advanced gunnery (dagger) course, and of Article 1407d apply to Commissioned Royal Marine Gunners and Royal Marine Gunners.

(N.P. I./406/21.)

**1407f. Non-Specialist Captains, R.M., and Lieutenants, R.M.**—The allowance of 1s. a day shown in Appendix I. is payable to unqualified officers appointed to perform any one of the following specialist duties ashore or afloat in a vacancy for

a corresponding specialist officer, viz., gunnery, musketry, signalling (Army or otherwise), wireless telegraphy, war staff and anti-submarine.

2. The allowance is issuable under the conditions prescribed in Article 1401 for allowances generally.

3. An officer performing more than one specialist duty will be paid only one allowance.

(N.P. I./406/21.)

**1407g. Observers.**—Commissioned officers trained and detailed as Observers, or under training as such, are to receive extra payment as follows :—

(a) *Officers qualified as Observers.*

For periods during which they are actually detailed as trained Observers :—

If qualified in Wireless Telegraphy	-	-	-	6s. per diem.
Otherwise	-	-	-	4s. „

Payment of these allowances should not be made during periods of leave or sickness without prior Admiralty authority.

(b) *Officers under training as Observers.*

For each actual day of ascent during the period of such training - - - - - 3s.

2. Extra pay is to be issued during sickness, leave and passage in accordance with the following rules :—

*During Sickness.*

(a) If the sickness is directly attributable to conditions peculiar to flying, Observers' Pay is to continue so long as the officer remains on full pay to a maximum period of 91 days from date checked sick, irrespective of return to duty. Such credits are to be supported by a medical officer's certificate, to be attached to the ledger if the officer's name remains thereon throughout the period of sickness, or to accompany pay documents when these are forwarded to the Admiralty. This provision applies to all officers in receipt of Observers' Pay, whether continuously or for actual days of ascent.

(b) During ordinary illness Observers' Pay is to be continued to fully qualified Observers only up to a maximum period of 30 days from date checked sick, irrespective of return to duty. Credits of Observers' Pay under this authority are to be supported by a medical officer's certificate to the effect that the sickness is of an ordinary nature, and is not due to causes within the officer's own control. The concession does not apply to officers under training.

(c) When sickness is due to causes within the control of the officer concerned, payment is to be suspended from date checked sick.

(d) In cases of doubt as to whether the illness comes under (a) or (b) or (c) above, reference is to be made to the Accountant-General.

*During Leave.*

(a) Officers who are fully qualified Observers and are appointed for those duties may continue to receive Observers' Pay during periods of ordinary leave within their appointments, provided they subsequently return to duty. This concession does not apply to officers under training as Observers.

(b) No officer is entitled to Observers' Pay while on foreign service leave or during the unexpired balance of home service leave after vacating an appointment.

*During Passage.*

Observers' Pay is not to be paid to officers in respect of periods of passage to or from an appointment, except that in cases of invaliding the payments will be regulated by the rules stated above.

Except, therefore, as provided above, in cases of sickness Observers' Pay is issuable to qualified Observers only from the date upon which an appointment is actually taken up until the date upon which it is finally vacated.

(N.P. I./2460/22.)

**1408. For Charge of Machinery. (Officers.)**—Officers in charge of propelling machinery in ships in commission are entitled to machinery allowance according to the scale laid down in Appendix I. The officer next in seniority in ships in which an Engineer Commander is allowed in complement is entitled to senior allowance according to the scale in that Appendix. If dockyard officers or contractors for construction, repairs, reconstruction, &c., are in charge of the propelling machinery, both the allowances, notwithstanding the fact that the vessel is in commission, shall be suspended until such time as the engineer officers assume full responsibility for the machinery.

2. The senior engineer officer attached to a base for service with sea-going destroyers additional to the officer in charge of the machinery of the ship is to receive machinery allowance according to the scale in Appendix I., subject to the proviso that when the officer is not solely employed on service with sea-going destroyers (e.g., certain local defence flotillas) the allowance shall be contingent upon the duties being mainly in connection with such destroyers.

If there be more than one flotilla of sea-going destroyers attached to a particular base the senior engineer officer attached for service with each flotilla may be paid machinery allowance subject to the same conditions.

3. Officers in charge of propelling machinery in ships paid off for refit and the officers next to them in seniority are entitled, subject to the provisions of Clause 4 of this Article, to machinery and senior allowances respectively at the same rates and under the same conditions as for ships in commission.

4. Where the dockyard officers take over the entire charge of the machinery of a vessel for "Thorough Repair," machinery allowance or senior engineer's allowance will not be payable until the Engineer Officer nominated to take charge is satisfied with the result of the "Thorough Repair Trial," and responsibility for the propelling machinery has been transferred to him from the dockyard officers.

The Captain of the Dockyard in such circumstances is to forward a certificate as to the date of such transfer to the Account Officer responsible, and this certificate is to be forwarded as an enclosure to the ledger.

Payment in respect of either allowance is not to be made during refit without the prior sanction of the Admiralty. (N.P. I./1260/21.)

4a. In new ships, prior to commissioning for service, machinery allowance and senior engineer's allowance are payable at the same rates and under the same conditions as in ships paid off for refit, when the ship's engineer officer has taken over responsibility for the boilers and engines from the dockyard or contractors. (C.W. 13897/22.)

5. These allowances shall only be payable to officers when actually so employed and shall cease on their being sent to hospital. The allowances are not to be paid to engineer officers in charge of machinery on shore or of machinery in stationary vessels.

**1408a. For Charge of Machinery (Ratings).**—Engine-room ratings are entitled to machinery and senior engineer's allowances under the conditions and according to the scale laid down in Appendix XV, Part III. See also Article 1408, Clause 1 (last sentence), and Clauses 4 and 4a, the provisions of which apply to ratings. (C.W. 13897/22.)

2. Payment of machinery and senior allowances may be continued during ordinary leave. The allowances are not, however, to be continued to a rating discharged to hospital, but are to be paid to the person actually performing the duty in his absence. If a rating takes over charge or senior engineer's duties from an officer in receipt of machinery or senior allowance on the latter's discharge to hospital, the rating may draw the appropriate allowance at the rate laid down in Appendix XV., Part III.

3. *Cancelled.*

(N.P. I./1260/21.)

**1409. *Cancelled.***

(N.P. I./6409/20.)

## ARTICLE 1410.

2. **Provost-Marshall at a Court-Martial.**—The allowance to the Provost-Marshall at a court-martial is as follows :—

- (a) For each day the court shall sit, for each court - - - 10s.  
 (b) For each day, exclusive of those days on which the Court has sat, during which he may have an offender in his charge, for each offender - - - - - 4s.

subject, however, as regards (b) to a maximum of 11. a day.

He is not to be paid for the custody of any one or more of the offenders after the court is dissolved.

3. **Disciplinary Court.**—The allowance to the Clerk of the Court officiating at a disciplinary court, subject to the maximum daily limit prescribed by Clause 1, is as follows :—

	£	s.	d.
If the court shall sit one day only - - - - -	2	0	0
If the court shall sit more than one day, then for each day - - - - -	1	10	0

The allowance to the Provost-Marshall at a disciplinary court, subject to the maximum daily limit prescribed by Clause 2, is as follows :—

- For each day the court shall sit, for each court - - - 10s.  
 For each day, exclusive of those days on which the court has sat, during which he may have an offender in his charge; for each offender - - - - - 4s.

4. These allowances are to be paid by the Accountant Officer of the Flag or Senior Naval Officer's ship at the port where the Court-Martial or Disciplinary Court is assembled.

(N.P. I./6409/20.)

1411. *Cancelled.*

(N.P. I./6409/20.)

## ARTICLE 1412.

NOTE.—This article is temporarily modified by Admiralty Fleet Order.

(N.P. I./6409/20.)

1413. **Allowance for charge of Accountant Officer's Stores and Accounts.**—Allowances on the scale laid down in Appendix I. are payable to Officers of Branches, other than the Accountant Branch performing the duty of an Accountant Officer, in ships in which no such Officer is borne.

2. In order to qualify for the allowance it is necessary that an Officer should not only have charge of cash, but perform other functions appropriate to an Accountant Officer involving distinct individual responsibility, i.e., ordinarily only officers who render pay accounts direct to the Admiralty and are required to alter rates of pay and wages according to relevant Admiralty Fleet Orders, etc., and to assume responsibility for such alterations in addition to the ordinary duties of their appointments will be eligible for the allowance.

3. An Officer who receives the pay for personnel working under his orders in bulk from an Accountant Officer and is charged with the duty of making the actual payments to the men will not be eligible for the allowance as in such a case the Accountant Officer who sends the money has to assume responsibility for the correctness of the amounts to be paid.

4. Where the rendering of a cash account is an integral part of the duties for which an officer is appointed (e.g., Recruiting Officers) the allowance is not payable.

5. If in any individual instance the allowance payable under the scale in Appendix I. is considered to be inadequate in view of special responsibilities or unusually difficult work a higher rate not exceeding 2s. 6d. a day may be awarded with prior Admiralty sanction.

6. Admiralty approval should be sought before payment of the allowance is made when the officer does not render pay accounts direct to the Admiralty or when there is doubt as to whether the cash duties form an integral part of the duties of the appointment.

7. All payments of this allowance should be supported by certificates setting forth the average number of accounts open during the quarter for which payment is made.

8. The allowance is not payable for periods during which Officers are borne on close accounts.

(C.W. 12426/22.)  
(N.P. I./2061/21.)

1414. *Cancelled.*

(N.P. I./6409/20.)

1415. *Cancelled.*

(N.P. I./6409/20.)

1416. **Surveying Pay.**—Officers appointed for surveying duties in H.M. Ships are to receive the special surveying pay laid down in Appendix I. If appointed to a surveying ship commissioning at home for service abroad they are to be paid surveying pay at the foreign rates from the date of joining, but, if appointed from half or unemployed pay, or from one of His Majesty's ships other than surveying ships, to a surveying ship abroad they are not to begin to draw their surveying pay until the date they eventually join the surveying ship.

2. When transferred from one surveying ship to another, or appointed to a surveying ship while holding an appointment in the Hydrographic Department, Admiralty, they are to continue their surveying pay without a break, provided that the transfer is for the benefit of the Service and not at the officer's own request.

Officers going abroad on service carrying a higher rate of surveying pay, are to receive it from the date of joining their ship, except as provided in Clause 1 for officers appointed to surveying ships commissioning at home for services abroad.

If transferred from a survey abroad to one at home, or to an appointment in the Hydrographic Department, Admiralty, they are, provided that they proceed direct, to retain the higher rate up to the date of joining the survey at home or the Hydrographic Department.

3. Officers appointed for surveying duties who return home from a foreign survey in their ship, are to retain their surveying pay until she pays off.

If they do not return in their surveying ship, their surveying pay is to cease on their quitting their surveying ship, except as provided for in the last paragraph of Clause 2.

4. Officers appointed for surveying duties at home, or to home surveying ships, are to receive surveying pay from the date of joining, but are not to continue to receive surveying pay on completing such duties or on leaving the surveying ship, unless transferred to another survey or surveying ship or to the Hydrographic Department of the Admiralty.

5. Whenever surveying ships are laid up for the winter months, or for refitting either at home or abroad, surveying pay is to continue provided the officers are employed on hydrographic work whilst the ships are so laid up.

6. Issues in kind to compensate for wear and tear of clothing and blankets, will be made to the crews of surveying vessels when it is certified that from the nature of the coast an extraordinary expenditure has been incurred. The vouchers for such gratuitous issues are to be accompanied by lists showing the names, ratings and official numbers of the persons to whom they are made, together with the last dates of similar issues to each such rating.

7. **Compiling Sailing Directions.**—Retired Officers engaged under the Hydrographer's directions in compiling sailing directions will receive 20s. a day of 6 hours when so employed.

8. *Cancelled.*

9. No payment is to be made under this Article without the prior sanction of the Admiralty, except to officers attached to surveying vessels or borne for surveying work.

(N.P. I./300/21.)

1417. **Store Allowances.**—Officers below the rank or relative rank of Commander, in charge of stores, are to be paid store allowance in accordance with Appendix VII.

The allowance shall be payable from the date of an officer joining to take up the duties, the allowance to his predecessor in charge of the stores ceasing on the preceding day.

(N.P. I./1152/21.)

2. *Cancelled.*

\* \* \* \* \*

5. **Losses or Damage.**—The pay, full, half, or retired, or pension of the officers, will also be held liable for the value of any stores lost or damaged. See 1805 (*Store Allowance in Tenders*).

1418. *Cancelled.*

(N.P. I./6409/20.)

1419. **Assistant Constructors Afloat.**—Assistant Constructors of the Royal Corps of Naval Constructors, when appointed with the rank of Engineer Lieutenant for temporary service afloat, shall be paid a gratuity of 25*l.* for uniform and outfit. (C.E. 470/15.)

1419a. **Mates and Mates (E).**—Candidates selected to qualify for commissioned rank under Articles 267 and 281 will be granted the following gratuities to enable them to provide themselves with the proper uniform and outfit :—

	£
Petty Officers on promotion to Acting Warrant rank	40
Petty Officers and Ratings on promotion to Acting Mate or	
Acting Mate (E)	40
Acting Mates and Acting Mates (E) on confirmation in rank	50
Mates or Mates (E) on promotion to Lieutenant or Engineer	
Lieutenant	50

NOTE—If first promoted to Acting Lieutenant or Acting Engineer Lieutenant, these Officers will receive a gratuity of 40*l.*, the balance of 10*l.* being payable on confirmation.

2. Applications for these gratuities are to be made direct to the Accountant-General.

(N.P. I./355/21.)

1420. **Commissioned Officers from Warrant rank and Warrant Officers on Promotion.**—Every officer promoted to the rank of Lieutenant in any branch under Article 299 otherwise than for acts of gallantry and daring, and every Senior Master promoted Head Master, shall be entitled to 50*l.* as a gratuity to provide himself with a proper outfit. Officers, when similarly promoted for acts of gallantry and daring, shall be entitled to a gratuity of 100*l.* Petty Officers promoted to warrant officers shall receive 40*l.* for the same purpose. Schoolmaster candidates will receive a gratuity of 20*l.* on entry, and a further gratuity of 20*l.* on confirmation as schoolmaster. Royal Marine Gunners on promotion to that rank receive a gratuity of 40*l.* Applications for the above gratuities are to be made direct to the Accountant General.

(N.P. I./355/21.)

2. **Acting Warrant Officers.**—Petty Officers serving in ships on foreign stations, ordered to act temporarily as Warrant Officers, in order to fill vacancies, are to be allowed a gratuity of 32*l.*; this amount is to be paid to them by the Accountant Officer of the ship to which they belong, under the authority of the Captain, with the Commander-in-Chief's sanction. Should they revert to a Chief Petty Officer rating, and be subsequently appointed in the acting rank of Warrant Officer, they will not be entitled to the payment of a second gratuity.

3. **When Confirmed.**—Should Officers so appointed acting, be confirmed, an additional sum of 8*l.* will be paid to them on application to the Admiralty, to make up the total gratuity of 40*l.*

(N. 53182/18.)

\* \* \* \* \*

5. The gratuities mentioned above being granted for the sole purpose of providing the officers and petty officers concerned with a proper outfit, the Admiralty reserve the right to demand an account of expenditure and to pay no greater sum than that for which proof of expenditure is produced.

(N.P. 387/13.)

1421. *Cancelled.*

(N.P. I./6409/20.)

**1422. Midshipmen, Paymaster Midshipmen, and Paymaster Cadets.**—It is undesirable that young officers should have control of considerable sums of money. The pay of Midshipmen, Paymaster Midshipmen, and Paymaster Cadets is sufficient to enable them to meet their expenses, and parents and guardians should therefore not make them private allowances. If, however, the parent or guardian of one of these officers desires that he should have greater means to enable him to visit places of interest abroad he may remit a sum, not exceeding 20% per annum, to the Accountant-General to be placed by him under the control of the Captain, to be expended for the purpose stated, and at such times as the Captain may approve.

**2. Naval Cadets.**—The parents or guardians of Naval Cadets under training in sea-going ships are called upon to pay half-yearly, in advance, private allowance at the rate of 50% per annum.

This allowance is not to be exceeded.

The payment of private allowance is not required for Paymaster Cadets.

3-7. *Cancelled.*

(C.W. 2070/21.)

### *Deductions.*

1423. *Cancelled.*

(N.P. I./6409/20.)

## SECTION IV. PETTY OFFICERS, SEAMEN AND MARINES.

### *Pay.*

**1424. Commencement.**—Petty officers and others of the ship's company shall commence full pay, according to their ratings, from the date of their entry or re-entry into the Service. Men re-entered shall count their former Royal Naval or Royal Marine service towards increase of pay, provided the period of absence shall not have exceeded five years. (*See Appendix XV., Part 1, paragraph 6, for previous man's service in the Army, Royal Air Force or Colonial Forces.*) Absence for a longer period than five years entails forfeiture of previous service for all purposes unless otherwise ordered by the Admiralty in a particular case.

(N.P. II./3295/23.)

\* \* \* \* \*

**1425. Men Checked Sick.**—Men and boys checked sick from ships at home on account of disabilities for which they are not themselves responsible, are to be allowed full pay for the whole period of sickness, or until invalided (*see 1428, Clause 5*), or discharged dead. If the sickness is due to their own misconduct, carelessness or neglect, their pay is to be subject, after the first 30 days, to stoppages at the rate of—

10d. a day for Seamen;

7d. a day for Marines;

4d. a day for Boys;

to be charged in one sum on the ledger.

2. *Cancelled.*

**3. Marines.**—All marines, other than commissioned officers and men employed as wardroom officers' servants, checked sick from ships at home are to be borne for pay on ship's books for a period of 91 days from the date on which they are first so checked, and then, unless previously invalided or discharged dead, they are to be discharged from the ship's books to headquarters.

Marines employed as wardroom officers' servants in ships at home are to be discharged to headquarters on the expiration of 30 days from the date of being checked sick, unless previously invalided or discharged dead.

**4. Relapses, when to be considered continuous.**—All persons suffering from venereal disease attributable to misconduct, who are again checked within 14 days



of the expiration of the previous period of sickness, are to be considered as under continuous treatment, counting, however, only the days actually so checked. All other patients are to be dealt with on their merits, but as a general rule, they are to be considered as under continuous treatment if checked sick with the same complaint within seven days.

**5. Medical Officer's Decision.**—The Medical Officer's decision should be obtained on Form S. 60, whenever men return within 14 days for further treatment, as to whether the treatment should be regarded as continuous or not, and his decision should be recorded in the "Remarks" Column of the ledger (*see* 1581). The form is to accompany the other enclosures of the ledger when sent into Office.

**6. Private Treatment.**—A man or boy under private treatment for sickness due to his own misconduct, carelessness, or neglect, will be exempt from hospital stoppages. Should he, however, be sent for further treatment to a naval hospital, or be placed in the care of a naval surgeon, or surgeon and agent, he will become chargeable with stoppages as soon as 30 days' treatment, reckoning the time under private treatment, shall have expired, or forthwith if that period has already expired. (*See* 1331r.)

**9. Prisoners, &c., in Hospital.**—Should a prisoner or person under detention be in a hospital when his sentence expires, for the treatment of sickness due to his own misconduct, carelessness or neglect, the time during which he has been under treatment is to count towards the 30 days after which hospital stoppages become chargeable under this Article. (*N.P. IV./104/21.*)

**1426. Sick Men sent Home from Abroad.**—Men and boys sent home sick from abroad on account of disabilities for which they are not themselves responsible, who, on arrival home, require further hospital treatment, shall be allowed full pay until invalidated (*see* 1428, Clause 5), or discharged dead. If the sickness is due to their own misconduct, carelessness, or neglect, they shall be subject to hospital stoppages at the rates laid down in Article 1425, after the expiration of 30 days in hospital at home. (*See* 1428, Clause 5.)

2  
3  
NOTE } *Cancelled.*

(*N.P. IV./104/21.*)

#### ARTICLE 1427.

**2. Natives in Hospitals Abroad.**—Natives of places abroad, who may be sent from ships to hospitals or sick-quarters, are to be dealt with under the provisions laid down in Article 1425, except that, if sent to hospitals in the country from which they entered, they should be discharged to the shore immediately if their ship sails whilst they are in hospital and their services are no longer required.

If sent to hospitals other than those in the country from which they are entered, they are entitled to received full pay to the date of return to their port of entry.

(*N.P. IV./104/21.*)

#### ARTICLE 1428.

**3. Men sent home on account of expiration of periods of service, or for discharge at their own request (free or by purchase), cease to be borne for pay at the expiration of any Foreign Service leave due under Article 872. Men who return home at their own request in other than H.M. Ships will cease pay on the date of their discharge from the ship's books. (*See* 358—*Officers' Stewards and Cooks from abroad and 1945 (III)—men awaiting pension.*)**

(*N. 2682/23.*)

**4. Cancelled.**

(*N. 980/23.*)

**5. Invalided or "D.D." at Home.**—Petty Officers, seamen, marines, and boys who may be invalided or discharged insane from a home hospital, from sick quarters at home, or from a ship on the home station will be entitled to pay and allowances for 28 days beyond the date of medical survey. Leave allowance is payable during this period except when the man is victualled. Hard Lying Money or Field Allowance is not payable. This benefit is not subject to abatement on account of

detention or other punishment, although any other penalties attaching to such punishment will apply.

Pensioners in receipt of long service pensions who are serving on further engagements will not be eligible for the invaliding benefit of 28 days' pay and allowances unless the invaliding is due to insanity. The pay of a rating discharged lead ceases on the date of death. Marines borne on ship's books at home are to be discharged to headquarters on the date of invaliding. (See 1168, clause 2, 1245, 1426 and 1427.)

(N.P. IV./413/22.)

\* \* \* \* \*

# ARTICLE 1429.

\* \* \* \* \*

3. Pensioners voluntarily entered in duly authorised posts will receive the active service rate of substantive pay of the rating which they are entered to fill, together with progressive pay and pay for Good Conduct Badges as applicable. Except when otherwise directed by the Admiralty non-substantive pay is not to be paid to such pensioners unless they are qualified and specially entered to serve in a non-substantive rating.

(N. 2947/21.)

# ARTICLE 1432.

\* \* \* \* \*

5. E.R.A.'s, E.A.'s, O.A.'s and Writers.—Difference of pay between the different classes of Engine Room Artificers, Electrical Artificers, Ordnance Artificers and Writers is not to be granted without the express sanction of the Admiralty, except that:—

(a) An Engine Room Artificer may receive difference of pay as Chief Engine Room Artificer when from any cause he is in actual charge of the machinery of the ship, or is doing the actual duty of an Engineer Officer allowed to the ship but not borne. If he should be in possession of both Watchkeeping Certificates the difference of pay is to be reckoned as between pay as Engine Room Artificer plus watchkeeping allowance, and pay as Chief Engine Room Artificer plus both certificate allowances.

(b) An Ordnance Artificer may receive difference of pay as Chief Ordnance Artificer when from any cause he is performing the actual duty of an Officer of the Ordnance Artificer Branch allowed to the ship but not borne.

(c) A First Writer doing duty in a vacancy for Chief Writer or a Writer of a Lower grade doing duty in a vacancy for either a Chief or First Writer, may be allowed to receive the lowest rate of pay in the higher rating.

To each of these payment can only be made under the conditions of Clause 2.

(N. 53182/18 and N. 18095/20.)

1434. *Cancelled.*

(N. 2947/21.)

1435. **Extension Pay (E.P.).**—The following classes of continuous service petty officers and men who re-engage after completing time for pension will receive an addition of 6d. a day to their pay, from the date of actually volunteering to re-engage, viz.:—

All petty officers of the Seaman class.

Leading Seamen, Leading Signalmen, and Leading Telegraphists of over three years' service as such and passed for Petty Officer.

Artisans.

Chief and other Electrical Artificers.

Chief and other Ordnance Artificers.

Chief and other Engine Room Artificers.

Chief and other Mechanics.

Chief and other Stokers.

Naval Schoolmasters (at the discretion of the Admiralty).

N.B.—The actual ratings entitled to receive this additional pay are specially distinguished in Appendix XV. (Part I., col. 2).

**Men not entitled.**—Seamen class ratings not included in the above who are permitted to re-engage after completing time for pension will receive extension pay subject to the following conditions:—

A.B.'s and Leading Seamen not passed for Petty Officer,	{ on passing for Petty Officer provided that they have then completed three years' service as Leading Seaman.
Leading Seaman passed for Petty Officer but with less than three years' service as such,	
	{ on completing three years service as Leading Seaman.

If, however, they should afterwards be reduced to Able Seaman, the pay is not to be continued to them whilst serving in the lower rating. Leading Seamen over three years passed for Petty Officer who may have re-engaged after completing time for pension are not to be deprived of extension pay if subsequently disrated to Able Seaman. These conditions apply also to the corresponding ratings in the Signal and Telegraphist branches.

(N. 53182/18.)

\* \* \* \* \*

3. Extension pay is not to be granted to any men in receipt of pension who are employed in shore billets, or to Instructors of the Royal Navy Volunteer Reserve, or to men holding such other permanent appointments ashore as the Admiralty may direct.

(N./N.P.IV./1667/21.)

*Allowances.*

**1436. Clothing Gratuities (O.G. and G.C.).**—Clothing gratuities are to be credited on the ledger as detailed in the following clauses. They are subject to revision as necessary according to the rise or fall in issuing prices, and except where definite amounts are quoted, the amounts of the gratuities will be communicated periodically in Admiralty Fleet Orders. Credits are to be indicated in the ledger by the letters O.G. or G.C., as the case may be.

**2. Master-at-Arms (O.G.).**—To Regulating Petty Officers, on promotion to Master-at-Arms, towards the cost of providing a frock coat and sword. Amount 6*l*.

**3. E.R.A.'s, &c. (O.G.).**—To Engine Room Artificers, 5th Class, Ordnance Artificers, 5th Class, Electrical Artificers, 5th Class, and Shipwrights, 5th Class, on receiving the Acting 4th Class rating. Amount for Artificers trained from Boys 3*l*. 10*s*.; for direct entries, as communicated in Admiralty Fleet Orders. (V. 1279/22.)

4. Cancelled.

5. Cancelled.

**6. Petty Officers (O.G.).**—To every Petty Officer dressed as a seaman on completing one year's service as Petty Officer and being confirmed in the rating, to enable him to change his dress to that prescribed by the Uniform Regulations for confirmed Petty Officers with over one year's service as Petty Officer.

This gratuity is not to be credited to Petty Officers who, on completing one year's service as Petty Officer and being confirmed in the rating are within a year of completion of their first period of service unless they re-engage for a further period of service, or to Petty Officers who are within three months of completing time for pension.

Petty Officers who on completing one year's service as Petty Officer and being confirmed in the rating have more than three but not more than twelve months to serve before pension, may exercise the option of making the change of uniform or not. Those electing to make the change are to be credited with the gratuity.

Petty Officers who have received this gratuity are not entitled to a further gratuity on being rated Chief Petty Officer.

(V. 1238/23.)

**7. Re-Entries (G.C.).**—To men discharged after four, but with less than twelve years of continuous service in men's ratings and in receipt of wages, if allowed to re-enter for continuous service or as Officers' Steward or Cook. (See 1738, Clause 3, men

discharged with less than four years' service.) Amount 2l. 10s. for ratings dressed as seamen, and Officers' Stewards and Cooks; 3l. 10s. for all other ratings.

8. **Special Service Men** allowed to re-enter are to be credited with the clothing gratuity, if any, allowed to continuous service men in similar circumstances.

9. The gratuity on re-entry is not to be credited until the man is in possession of the compulsory kit of his rating.

10 Re-entries or changes of rating that are considered to require exceptional treatment with regard to the credit of a clothing gratuity are to be referred to the Accountant-General.

11. **Officers' Stewards and Cooks, Chief, 1st and 2nd Class (Direct Entries).**—For clothing gratuities payable on entry, see Article 1738, Clause 2a.

**1437. Bedding Gratuity (G.B.).**—A bedding gratuity of 1l. is to be credited to men discharged after having served (in receipt of wages) over four but less than twelve years under continuous service engagements in men's ratings, or over four years under Special Service engagements, if allowed to re-enter.

2. **Marines, &c.**—This gratuity shall not be allowed to Marines or other persons who are granted the loan of bedding, nor to persons who are not required to maintain a complete set of bedding. See 1739 (*Marked Bedding*).

(V. 1787/20.)

**1438. Recovery of clothing gratuities or of value of kit supplied on entry.**—

If a man or boy, other than a Marine, or a boy dealt with under the Training Service Regulations, is discharged within two calendar years of entry, he will be liable to be charged with the value of the kit and bedding supplied to him gratuitously on entry. This charge is to be made if the discharge is for misconduct or fraudulent entry. Where discharge is not for these causes the charge is to be made only when ordered by the Admiralty or a Commander-in-Chief at home or abroad, as the case may be, at the time of approving the discharge.

\* \* \* \* \*

3. Ratings discharged as unsuitable within three months of entry and men and boys who purchase discharge are to be dealt with in the matter of kit as laid down in Article 302, Clause 9. See also 392, Clause 5.

(V. 1397/23.)

**1440a. Kit Upkeep Allowance (K.U.A.).**—Naval Ratings, including Boys in the Training Establishments, are entitled, subject to the regulations in Clauses 3, 4, and 5, to be credited with allowances to enable them to replace, without expense to themselves, the free kits issued on first entry. The allowance is payable while men are undergoing detention, but is not payable during periods of imprisonment.

2. The rates are based upon the composition of the kits of the different classes of ratings and the estimated life of the various articles under conditions of fair wear and tear; and they are fixed in relation to the current issuing prices of clothing. They are liable, therefore, to revision from time to time according to the rise or fall in the issuing prices. The rates will be communicated periodically in Admiralty Fleet Orders.

3. The upkeep allowance is to be credited quarterly in advance (*i.e.*, on the first day of each quarter) and the credits are to be shown in the ledger and indicated by the letters K.U.A.

In ships and establishments in which the system of cash payments for clothing is in operation a proportionate instalment of the current rate of the allowance is to be paid at each fortnightly (or monthly) payment. The amount of the allowance included in these payments is to be posted up on the lower deck notice boards, in order that men may be aware that payment is being made.

The allowance is to be excluded in calculating advances of pay due under Article 1609, and any balance remaining unexpended at the end of the quarter is to be included in a lump sum in the payment made in the next quarterly settlement. Clothing charges are to be inserted in the appropriate debit column in the ledger.

Adjustments at the approximate daily rates of the allowance are to be made in respect of periods of less than a quarter at the commencement and end of a man's service and on his going to and returning from any shore service during which he receives free replacement of kit in kind (*see* Clause 4). When a man is

discharged to another ship a notation is to be made in the remarks column of the transfer list of the letters K.U.A., and the date to which credit has been made.

4. Upkeep allowance is not to be paid to ratings who are employed on services where free replacement of clothing is authorised on account of the nature of the service.

5. Special reduced rates of K.U.A. are laid down for Maltese and certain coloured ratings who are not generally required to maintain full kits. Should it be essential, however, for any of these ratings to maintain the full kit of their rating they are entitled to receive the full rate of kit upkeep allowance.

(V. 91/22.)

**1440b. Submarine Kit Allowance (S.K.A.).**—Ratings in the Submarine Service are to be credited with an annual allowance to enable them to replace the articles of submarine protective clothing issued gratuitously on joining or rejoining.

2. The allowance is payable in quarterly instalments in addition to and under similar conditions to Kit Upkeep Allowance (Article 1440a) and will be subject to revision according to the rise or fall in issuing prices. The rate will be communicated periodically in Admiralty Fleet Orders. Credits are to be indicated in the ledger by the letters S.K.A.

(V. 1279/22.)

**1441. Cancelled.**

(N. 11729/21.)

**1442. Cancelled.**

(V. 1787/20.)

**1443. Cancelled.**

(N. 16034/21.)

#### ARTICLE 1444.

\* \* \* \* \*

2. The allowance is not, however, to be credited to Kroomen or Seedies who are in receipt of Kit Upkeep Allowance at special rates inclusive of Working Suit Allowance.

(V. 1787/20.)

**1444a. Plain Clothes Gratuity (P.C.G.).**—Subject to the following conditions, men and boys leaving the Service are to be given a gratuity to assist them in providing themselves with plain clothes. The actual amount of the gratuity, which is subject to revision in the event of any considerable fluctuations in the cost of civilian clothing, will be communicated from time to time in Admiralty Fleet Orders.

2. Men and boys leaving the Service for any of the following reasons will not be entitled to the plain clothes gratuity :—

(a) Men and boys who are discharged at their own request (including those who purchase discharge) within three months of entry.

(b) Men and boys invalided from causes due to their own misconduct or neglect.

(c) Men and boys discharged for misconduct or for fraudulent entry; or discharged "Services no longer required" for a specific offence.

(d) Officers' Stewards and Cooks trained from boy and Boy Servants, serving under their first non-continuous service engagement and discharged at their own request.

3. Men and boys who re-engage without a break in service are only entitled to receive the plain clothes gratuity when they actually leave the Service.

4. Men and boys who re-enter after being out of the Service for less than six months will not be entitled to the plain clothes gratuity again on discharge; men and boys who re-enter after a break of six months or more may be given the plain clothes gratuity again on discharge, provided that they have served for a further period of not less than two years.

5. Detailed instructions regarding the payment of plain clothes gratuity to Royal Marines are given in the Instructions for Royal Marine Divisions,

6. The fact that a man has or has not been credited with the plain clothes gratuity on discharge is invariably to be noted in the engagement column on page 1 of his service certificate.

(V. 1687/21.)

**1445. Good Conduct Pay.**—Chief Petty Officers, Petty Officers and seamen of the Royal Navy and warrant officers (class II.), non-commissioned officers and men of the Royal Marines upon whom good conduct badges have been conferred under Chapter XIX., Section III., and Chapter XXXIV., Section X., are entitled, while they retain such badges, to the allowance laid down in Appendix XV., Part III., No. 29.

(N. 2947/21.)

**1446. Good Shooting Prizes.**—Prizes for good shooting with heavy, light, and other guns are allowed to seamen and marines under special regulations contained in the Gunnery Manual. Prizes for good rifle and pistol shooting are allowed to seamen under special regulations laid down in the Royal Naval Handbook of Musketry and Pistol Practices, Chapter XVI., and also to marines, subject to the modifications mentioned in Article 1160.

(G.D. 3301/23.)

**1447. Torpedo Proficiency Prizes.**—Money prizes for proficiency in drill loading, careful manipulation and maintenance and satisfactory running of torpedoes are awarded under the regulations contained in the Torpedo Manual (Vol. III.).

(N. 16061/21.)

ARTICLE 1448.

\* \* \* \* \*

2. This allowance is not payable, in ordinary circumstances, to men who voluntarily remain in their ships after their engagements have terminated; nor to men who volunteer to remain abroad when their ships are ordered home. It is, however, payable to men detained on a foreign station beyond the expiration of their engagements, awaiting passage home, up to the actual date of discharge to the shore.

(N. 2275/23.)

**1449. Cancelled.**

(N. 2947/21.)

**1450. Acting Schoolmaster.**—An allowance of 8d. a day may be paid to any person (other than an officer) acting as Schoolmaster in the following circumstances :—

(a) In a ship in which no Naval Schoolmaster is allowed if directed to perform the duties in accordance with Article 389, Clause 3, provided the duties are carried out to the satisfaction of the Captain, and the person concerned does not neglect any other duty which he is normally bound to perform. The school register is to be kept and forwarded annually as directed in Article 390, Clause 2.

(b) In a ship in which a Naval Schoolmaster is allowed, provided an Acting Schoolmaster is definitely included in the complement in addition to the Naval Schoolmaster.

(c) In the temporary absence of one of the Naval Schoolmasters in any vessel in which two or more are allowed by complement.

(For the payment of an Acting Schoolmaster in the temporary absence of the Naval Schoolmaster in a ship in which only one Naval Schoolmaster is allowed, Admiralty authority is to be obtained.)

(d) If employed by Admiralty authority as Schoolmaster in a shore or harbour establishment.

Subject to the above conditions the allowance is to be credited on the ship's ledger continuously whilst the person is allocated for the duty.

(N.P. IV./1670/21.)

**1451. Cancelled.**

N.P. IV./1670/21.)

**1452. Cancelled.**

(Sta. 16576/18.)

**1453. Ship's Library.**—In ships not bearing a Naval Schoolmaster or Acting Schoolmaster the person appointed to manage the issue and return of the books of the Ship's Library shall receive 1*d.* a day for each day of such employment. In ships in which an Acting Schoolmaster is borne the allowance payable under Article 1450 is to be regarded as inclusive of Library Allowance.

(N. 2947/21.)

**1454. Playing Harmonium, &c.**—An allowance of 2*s* a week may be paid to any properly qualified person of the ship's company, selected by the Commanding Officer, who plays the harmonium or any other suitable instrument and conducts the choir during Divine Service.

2. *Cancelled.*

\* \* \* \* \*

4. Officers other than those of the Schoolmaster Branch are not eligible for this allowance.

(N. 16937/19.)

**1455. *Cancelled.***

(N. 2947/21.)

**1456. Troop Allowance.**—When His Majesty's ships are carrying troops, the Victualling Chief Petty Officer or Victualling Petty Officer is entitled to troop allowance at the rate of 3*d.* per diem for every 50 military persons victualled, but not for less than 40. This allowance is to be paid by the Accountant Officer on a certificate signed by the Captain, showing the numbers victualled each day, which is to be attached to the receipt for payment.

2. This allowance may also be paid, at the discretion of the Admiralty, to the Victualling Chief Petty Officer or Victualling Petty Officer of any ship employed in the conveyance of naval supernumeraries, but it will not be paid for any day on which the number of naval supernumeraries carried does not cause the authorised sea-going complement to be exceeded by 200. If the number of supernumeraries is likely to exceed 200 for more than 14 days, the fact is to be reported to the Admiralty so that extra ratings may be sent.

(N. 2947/21.)

**1457. *Cancelled.***

(N. 2947/21.)

**1458. Sick Berth Attendant's Duties.**—The rating employed on the duties of Sick Berth Attendant may be credited with an allowance as follows:—

(a) 3*d.* a day in ships, other than destroyers, in which—

(i) A Sick Berth rating is allowed but not borne;

(ii) A Sick Berth rating is not allowed nor a Medical Officer borne.

(b) 2*d.* a day in ships (including destroyers) in which a Sick Berth rating is not allowed but a Medical Officer is borne.

(N. 4667/23.)

2. The allowance is not payable in a ship allowed two or more Sick Berth ratings unless no Sick Berth staff is borne.

3. While it is not desired to restrict the Captain in selecting the most efficient man for this duty, it is to be understood that in making the selection preference should be given to men whose pay does not exceed 4*s.* a day. (N. 16937/19.)

#### ARTICLE 1459.

\* \* \* \* \*

3. The allowance to the senior or only lamptrimmer is to be considered as a gratuity for thoroughly efficient performance of duty, and is not to be paid as a matter of course, but only provided that the Commanding Officer is satisfied that the lamps and lamp stores have been carefully and properly attended to.

\* \* \* \* \*

5. All applications for payment of lamptrimmer's allowance are to be accompanied by a report detailing particulars of the number and description of the lamps in the care of the lamptrimmer.

(N. 2947/21.)

**1460. Butchers or Barbers.**—Royal Marines employed as butchers or barbers on ships in which these ratings are allowed in the complement are to receive 3d. a day if employed as butchers or 2d. a day if employed as barbers in addition to their pay and other allowances. The fact of their being so employed should be entered in red ink under their names on the ledger.

(N. 2947/21.)

\* \* \* \* \*

**1461. Engineer's Writer.**—An allowance of 6d. a day whilst actually doing the duty is to be paid in such ships as the Admiralty may direct, to the qualified stoker rating (other than mechanician) performing the duties of Engineer's Writer Appendix XV., Part III., No. 23).

1a. Where no qualified rating is available the Engineer Officer may, with the approval of the Captain, select the most suitable Stoker rating (other than mechanician) to perform the duty. The rating selected is to draw the allowance while actually so employed, but must cease to perform the duties if he fails to qualify for Engineer's Writer within twelve months.

(N. 2947/21.)

\* \* \* \* \*

**1462. Ships undergoing Trials, &c.**—Men employed in a ship undergoing trials on the duties of the following ratings, viz. :—Victualling Chief Petty Officer, Yeoman of Stores, Engineer's Writer, Lamptrimmer and Butcher—may at the discretion of the Admiralty be credited with the established allowances (Appendix XV., Part III., Nos. 80, 81, 83, 93, 21, 53, 54 and 2).

(N. 59749/17.)

\* \* \* \* \*

**1463. Chief Yeoman of Signals and Chief Petty Officer Telegraphists.**—The following rules are to be observed for the payment of an allowance of 6d. a day to half the number of Chief Yeomen of Signals and Chief Petty Officer Telegraphists :—

(a) General rosters of all Chief Yeomen of Signals, and Chief Petty Officer Telegraphists are kept by Captain of Portsmouth Signal School.

The allowance is not to be granted or restored except with the approval of this officer.

(b) The allowance is to be awarded according to seniority on the roster, subject to the undermentioned conditions.

(c) On becoming eligible by seniority for the allowance a candidate must be recommended by the Captain of the ship or establishment in which he is serving. Should he not obtain the recommendation at the time, but do so subsequently, the grant of the allowance is to be deferred until the occurrence of a vacancy after he has received the necessary recommendation, the date of which is to be reported to the Signal School or His Majesty's ship "Vernon."

(d) The allowance is to be regarded as non-substantive pay, and its retention will be subject to requalification in substantive rating in the Signal or Torpedo School. An allowance lost through failure to requalify or under Clause 1 of Art. 401, will not be again payable until the occurrence of a vacancy after a subsequent requalification, provided such vacancy does not occur within twelve months of the loss of the allowance.

(e) When a vacancy for the repayment of the allowance occurs, the Commanding Officer of the Establishment in which the roster is kept is to inform the Commanding Officer of the ship or establishment in which the man next in seniority is serving, that he is entitled to the allowance provided he is given the necessary recommendation. If recommended, the officer in charge of the roster is to be so informed, and the authority for payment is to be noted on the ship's ledger.

(f) As non-substantive pay the allowance is subject to the provisions of Art. 401. Should an allowance be stopped under Clause 1 of Art. 401, the Establishment concerned is to be at once informed of the date on which the allowance ceased.

(g) The allowance is payable to Chief Yeoman of Signals (O.S.) holding the rating of Signal Instructor, but not to other Chief Yeomen of Signals (O.S.) nor to Chief Petty Officer Telegraphists (O.S.).

(N. 2947/21.)



*Deductions.*

**1467. Forfeitures generally.**—The forfeiture of pay, allowances, &c., necessary under the various conditions specified in the Regulations, are dealt with in the following Articles :—

**602, 603** (*Discharge by Purchase and Re-entry*); **613** (*Men lent to Merchant Vessels*); **753** (*Dismissal with Disgrace*); **780**, Clause 4 (*Second Class for Conduct*); **783**, Clause 3 (*Cell Punishment*); **793**, Clause 8, and **794** (*Leaving and Drunkenness on Leave*); **812** (*Men in Civil Custody*); **807-810** (*Rewards for Recovery of Deserters and Absentees*); **1360** (*During Imprisonment or Detention*).

(N.L. 15155/13.)

## CHAPTER XXXIX.

## EXTRA PAY AND COMMITTEE ALLOWANCES.

## SECTION I. EXTRA PAY.

(a) *For Casual Services.*

## ARTICLE 1468, CLAUSE 3.

Class of Work, and Circumstances in which Extra Pay may be paid.	Ranks and Ratings.	Rate to each Person per Diem.
I. General Work. At the discretion of the Commander-in-Chief or Senior Officer, in particular cases, while employed to execute any work.	1. Lieutenants of the Navy and officers of corresponding or superior rank . . .	s. d. 3 0
	2. Sub-Lieutenants and officers of corresponding rank; warrant and subordinate officers . . .	2 0
	3. Chief Petty Officers, Petty Officers (New System), Petty Officers 1st Class (Old System), Warrant Officers, Class II, and Sergeants of Marines . .	1 3
	4. Second Class Petty Officers (Old System), Corporals of Marines, Leading Rates, Able Seamen (Continuous Service, Special Service and Non-continuous Service), Stokers, 1st Class (Continuous Service, Special Service and Non-continuous Service) Stokers, 2nd Class (Continuous Service), Privates of Marines (after completing training ready for embarkation), and others whose substantive pay is not less than 4s. a day . .	1 0
	5. Ordinary Seamen, Stokers, 2nd Class (Non-continuous Service or Special Service), and others of the ship's company . . . . .	0 9
	6. Boys . . . . .	0 3

(N. 53182/18 and N. 14110/20.)

Class of Work, and Circumstances in which Extra Pay may be paid.	Ranks and Ratings.	Rate to each Person per Diem.
<b>I. Engineering Work:</b> while employed on manual labour in— (a) repairing the machinery or boilers, or (b) other engineering work of ships, and <b>Artisans</b> employed at their trades.	7. Lieutenants (E), Engineer Lieutenants and Ordnance Lieutenants - -	s. d. 6 0
	8. Sub-Lieutenant (E.), Mates (E.) and Acting Mates (E.) - - -	5 0
	9. Commissioned Engineers, Warrant Engineers, Commissioned Mechanicians, Warrant Mechanicians, Commissioned Ordnance Officers and Warrant Ordnance Officers - -	4 0
	10. Chief Artificers of all branches, and Chief Mechanicians - - -	3 6
	11. Artificers of all branches, and Mechanicians - - -	3 0
	12. Chief Shipwrights - - -	3 6
	13. Shipwrights, Leading Shipwrights (Old System), Shipwrights (Old System), Carpenter's Mates - -	3 0
	14. All Artisans and Armourer Ratings -	2 6
	15. Stokers and all other men employed as Mechanics - - -	1 6

(N.P. I./700/22.)

Artisans shall include all men employed as such, whatever their ratings may be on the ship's books, viz.: as Carpenters, Sailmakers, Blacksmiths, Coopers, Armourers, Shipwrights, Plumbers and Painters.

Class of Work, and circumstances in which Extra Pay may be paid.	Ranks and Ratings.	Depth, Fathoms.		Time under Water.	
		From.	Up to and including.	For 1st Hour.	For every subsequent Half Hour.
<b>III. Diving—</b>  When actually employed under water in charge of Diving Instruction.	17. Gunner R.N.	3s. 6d. an hour. This payment is to be confined to the Gunnery Schools at Portsmouth, Devonport and Chatham.			
	18. Diver	1	6	4 0	1 0
		6	12	4 6	1 6
		12	20	5 0	2 0
		20	25	6 0	2 6
	18a. Men, whether qualified Divers or not, working with the Life-Saving Helmet	Over 25	—	12 0	4 0
While actually employed in Diving if not paid a bonus or gratuity for special work in connection with such employment.					

As for qualified Diver (No. 18).

Class of Work, and circumstances in which Extra Pay may be paid.	Ranks and Rating.	Depth Fathoms.		Time under Water.	
		From.	Up to and including.	For 1st Hour.	For every subsequent Half Hour.
III. Diving—cont.					
When actually employed in Diving if not paid a bonus or gratuity for special work in connection with such employment.	19. Artificer Diver	1 6 12 20 Over 25	6 12 20 25 —	s. d. 6 0 6 9 7 6 9 0 15 0	s. d. 1 6 2 3 3 0 3 9 5 0
When employed as Instructor.	20. Diving Instructor.	1 6 12 20	6 12 20 25	1 6 3 0 5 0 6 0	0 9 1 0 1 6 2 0
When actually employed in attending on Divers, if not paid a bonus or gratuity for such attendance.	21. Attendant	6d. an hour. This payment is to be made to the Actual Attendant on each Diver, and not to the Warrant Officer in charge of the party. (N.P. 248/14 and N.P. I./4014/21.)			
*	*	*	*	*	*

**5. Supernumeraries in Stationary Ships.**—It being part of the ordinary duty of Officers and men borne as supernumeraries in the general depôts or stationary home ships when directed by the Commander-in-Chief to perform the various duties appertaining to a seaman's work in connection with masts, rigging, fitting out, and stores, &c., of ships in or out of commission, such services are not to be considered as extra duty carrying extra pay except as provided in Art. 1468a.

Artisans so borne are to be similarly employed at their various trades without extra pay.

(N.P. I./5734/10.)

\* \* \* \* \*

**1468a. Working Parties in the Dockyards.**—Except as provided in clause 6 of this Article, all naval ratings (including supernumeraries in the general depôts or stationary home ships) employed in H.M. Dockyards on work.

(a) ordinarily performed by Dockyard workmen, or

(b) on ships paid off and out of commission in the Dockyard,

are to be paid extra pay in accordance with Article 1468, Clause 3.

2. When naval working parties are employed on work of a particularly objectionable character in dockyards they are to be paid, in addition to any extra pay payable under Clause 1 of this Article, extra pay of such amount, not exceeding 3d. an hour, as would under like conditions be paid to dockyard workmen similarly employed. Naval ratings so paid, however, are not entitled to payment under Arts. 1475 or 1481.

3. At the discretion of the local dockyard officers working suits may be applied on loan to such ratings on the same lines and under similar regulations as for dockyard workmen.

4. A certificate in regard to employment and the approval for payment is to be given on Form S. 9 by the appropriate officer of the dockyard concerned, and amounts due should be credited to the men's accounts in their ship's ledger.

5. All such payments should be charged against the appropriate dockyard notes.

6. Extra pay under this Article is not to be paid to the ship's company including a care and maintenance party) when employed in their own ship on work ordinarily performed by them.

(N.P. 1./5734/19.)

1469. *Cancelled.*

(N. 11729/21.)

1470. *Cancelled.*

(N. 11729/21.)

1472. **Adjustment of Ships' Compasses.**—Navigating Officers of general depôts employed swinging ships for the adjustment of their compasses are to be paid for the same at the following rates:—

	<i>s.</i>	<i>d.</i>
For each Captain's command - - - -	10	0
For each Commander's command - - - -	7	6
For each smaller vessel - - - -	5	0

2. When in exceptional circumstances Navigating Officers are employed in swinging ships other than their own, they to be paid at the same rates.

3. For merchant ships, yachts, and other small craft taken up for Naval Service, to which no definite complements are assigned, payment for swinging the ship for adjustment of compass will be made at the following rates:—

	<i>s.</i>	<i>d.</i>
Vessels whose gross tonnage does not exceed 750 - -	5	0
Vessels of gross tonnage between 750 and 1,500 - -	7	6
Vessels of gross tonnage of over 1,500 - -	10	0

Operations of a special nature which cannot be dealt with under the above scale are to be represented to the Admiralty.

(C.W. 15035/16.)

4. **Aircraft Compasses.**—Navigating Officers of sea-going ships and other Officers certified as duly qualified by the Superintendent of Compasses, who may be required to adjust the compasses of aircraft, are to be paid an allowance of 2s. 6d. for each machine adjusted, provided:—

(a) that the officers are not in receipt of flying pay or other special emoluments in connection with the Flying Service, or specially appointed for the purpose;

(b) that no allowance shall be paid for the adjustment of any particular machine at less intervals than six months.

(C.W. 15306/16.)

1478a. **Acting as Shorthand Writers.**—Extra pay is issuable to officers and men of the Royal Navy and Marines acting under competent authority, (i.e., a Commanding Officer or Superior authority qualified to order an investigation) as Shorthand Writers at Courts-Martial, Courts of Enquiry and other important enquiries, at which it is necessary that evidence should be recorded in shorthand, including investigations into charges brought against Petty Officers, but not ordinary defaulters, at the following rate:—

For each folio of 100 words, 9d. (to cover both notes and transcription), but with a minimum payment of 5s. for any one Court-Martial, &c. No payment to be made unless notes are actually taken. The amount payable is to be credited on the ledger and Form S. 9, signed by the Captain, and stating the number of folios for which payment is due, is to be furnished.

(C.W. 22058/18.)

## ARTICLE 1474.

\* \* \* \* \*

2. Ratings of the Victualling Branch when employed on ship's office duties in addition to their own, are eligible for this extra pay under the foregoing conditions.

(N.P. IV./715/21.)

**1475. Work in Confined Spaces.**—Extra pay at the rates laid down in Clause 2 is to be paid to all persons, whatever their rating, employed in scraping, repainting, or other laborious work in the following confined spaces:—

- (a) All double bottom compartments.
- (b) All wing compartments not fitted with a ventilating system.
- (c) Under engine bearers and under boilers.
- (d) In vessels other than torpedo boats, destroyers and similar craft :—  
 All compartments whose entrance and exit are by one or more ordinary manholes, or by rectangular watertight hatches not hinged but secured by bolts or studs and nuts, and whether such entrance be from a flat or from a bulkhead.  
 Bunkers when empty are not to be regarded as confined spaces, but if more than two-thirds full and work has to be done in the bunker in this condition the limited space over the coal after it has been trimmed may be regarded as a confined space for purposes of this Regulation.
- (e) In torpedo boats, destroyers and similar craft :—  
 Fore peak or collision compartment.  
 Chain locker bilges.  
 Under flats or in bilges of magazines, shell and store rooms.  
 Air space between magazines and boiler rooms.  
 Under and behind boilers and engines.  
 Coal bunkers when more than half full.  
 Oil fuel tanks and water spaces.  
 The space in any store room which is nearly filled with stores in which a man may have to work, but not for the purpose of placing or receiving stores.  
 Stern gland compartments.  
 After compartment.
- (f) Interiors of steam turbines from which only the examination or manhole doors have been removed.

2. The rates of the Extra Pay are as follows :—

- (a) Ordinary rate - - - - - 9d. a day.
- (b) Within the tropics - - - - - 1s. a day.
- (c) When in the Red Sea or Persian Gulf between 1st April and 30th November inclusive - - - - - 1s. a day.

3. Chief petty officers, petty officers, or leading ratings who are engaged only in supervision over working parties, entailing their presence in the confined spaces, are to be allowed extra pay at the special rate of 6d. per diem.

(N.P. IV./1173/20.)

4. A record of the work in detail is to be kept as provided for in the Record Book and forms supplied for the purpose, and a full description of all spaces and of the nature of the work done is to be given on the extra pay sub-vouchers which accompany the ship's ledger.

5. Extra pay is not to be granted for scraping or repainting the open parts of steel ships for which working dresses are allowed, nor will it ordinarily be granted for similar work on mess decks, in cabins, magazines, shell and store rooms and similar spaces, it being an essential condition that the space in which the work is carried out shall be confined, badly ventilated, or otherwise detrimental to the health of the men working therein.

6. Extra pay under this regulation is not to be allowed to Stoker ratings for work in the interior of boilers or for trimming coal in bunkers.

(N.P. 28/14.)

7. Should work not be done satisfactorily the extra payment is not to be made.

8. When doubt exists as to whether a space may be considered as "confined" or the purpose of extra pay, reference is to be made to the Admiralty before payment is made.

**1476. Tropical Allowance.**—All engine room and Officers' Cook and Ship's cook ratings, and seamen under training in the stokehold, including Maltese, when actually employed and doing duty in engine rooms, stokeholds, boiler rooms and auxiliary machinery compartments in connection with the Engine Room Department, or in the galleys or bakeries of surface craft, including steam boats but excluding open motor boats, or in the interiors of submarines, are entitled, subject to the provisions of Clause 3, to extra pay of 1s. 6d. a day, in addition to their full pay, both when at sea and in harbour, in the following circumstances:—

(a) Within the Tropics, at any time.

(b) Within the Red Sea or Persian Gulf, between the 1st April and 30th November, inclusive.

(c) In surveying ships only, when employed in surveying but not on ordinary passages, when between the Northern Tropic and latitude 30° North, between the 15th June and the 15th October inclusive, or between the Southern Tropic and latitude 30° South, between the 15th December and the 15th April inclusive, but payment is not to be made in addition to payment under (b) above.

(N. 3337/23.)

2. Ratings, including Maltese, of all other branches, when continuously employed, other than as stokers, under the foregoing conditions shall be entitled to the above extra pay, but payment to such ratings is to be confined to those employed, whilst at day work, for a full day, or keeping regular watches during the 24 hours.

3. Payment is not to be made in respect of employment elsewhere in the ship without prior Admiralty sanction, and is to be confined to periods during which steam is raised or internal combustion engines are in use, or when galley or bakery fires are burning.

(N. 3337/23.)

4. Kroomen, Seedies or other native Africans or Asiatics are not entitled to this extra pay.

**1477. Acting as Stokers.**—All men employed to act as stokers in a ship or in a steamboat, except seamen under training in the stokehold and stoker ratings, are to be paid for such duty 1s. a day, but while within the Tropics, or, between the 1st April and the 30th November inclusive, while within the Red Sea or Persian Gulf, or while employed as provided in Article 1476, Clause 1 (c), 1s. 6d. a day in addition to their ordinary pay.

1a. Soldiers or distressed British subjects similarly employed are to be paid 1s. a day, but while within the Tropics, or, between the 1st April and the 30th November inclusive, while within the Red Sea or Persian Gulf, 1s. 6d. a day.

(N.P. IV./744/20.)

\* \* \* \* \*

**1480. Cancelled.**

(N. 53182/18.)

**1484. Collecting Absentees.**—Each Master-at-Arms, Regulating Petty Officer, or person doing duty as Regulating Petty Officer, is to be paid 1s. 6d. a day whilst employed on shore collecting deserters or absentees, without reference to the length of his absence from the ship, and in addition to any subsistence and lodging allowance to which he may be entitled under Article 1506 or Article 1511.

(N. 2168/19.)

(b) *Hard-lying Money, Climate Pay, and Field Allowance.*

**1487. Hard-lying Money.**—Subject to the conditions hereinafter stated hard-lying money at the rates set forth in the following schedule is payable to Officers and men (including those belonging to record parties and those appropriated for service in any particular vessel) whilst actually living and sleeping on board ships and vessels in the circumstances specified. By the term full rates is meant the



(b) *Persian Gulf and Mesopotamian Rivers* (1st April to 30th September).—The eastern limit of the Persian Gulf may be taken as an imaginary line drawn from Ras al Hadd on the Arabian coast to the point where the meridian of  $61^{\circ} 36'$  E. cuts the northern shore.

(c) *Red Sea and Gulf of Aden* (1st April to 30th September).—The allowance is payable in vessels continuously employed for more than ten days between the meridians of  $33^{\circ}$  and  $50^{\circ}$ . Payment is not to commence until the eleventh day, and is not to be made in ships which are merely passing through the area. The allowance is also payable in shore establishments at Aden and Port Sudan during these months.

(d) *Vessels on the Nile* (1st April to 30th September).

(e) *West Coast of Africa* (1st April to 30th September).—See also (f). The allowance is payable only when officers and men are serving within  $15^{\circ}$  North and  $15^{\circ}$  South of the Equator, and, subject to this restriction, payment may be made in vessels when within 50 miles of the coast, in craft up the West African Rivers, and at places on the coast.

NOTE:— \_\_\_\_\_ | \_\_\_\_\_

(f) *Gulf of Guinea*.—Climate pay may be paid continuously throughout the whole year in ships stationed in the gulf, i.e., between the coast and a line drawn from Cape Palmas in Liberia to Cape Padron on the south of the Congo.

3. The dates of entering and leaving areas in respect of which Climate Pay is payable (and for the China Rivers, the date on which the vessel is first anchored or moored to a buoy), are to be noted in the ship's ledger in the list of passages.

4. Payment of Climate Pay may be continued to officers and men while sick within the above-mentioned localities during the respective periods indicated.

(C.W. 36569/18.)

#### ARTICLE 1489.

*       *       *       *       *	Per diem.
	s.   d.

#### 4. Scale of Field Allowances:—

Flag Officers, Commodores, and Officers of the same relative rank	15   0
Captains, Commanders, and Officers of the same relative rank; and all Officers entitled to mess in the ward room with the exception of:	5   0
(a) Lieutenants, R.M., under 4 years from date of entry.	
(b) Mates and Mates E.	3   6
Lieutenants, R.M., under 4 years from date of entry, Mates and Mates E., Sub-Lieutenants and all Officers entitled to mess in the Gun Room; Commissioned Officers from Warrant Rank and Warrant Officers, Royal Navy and Royal Marines, with the exception of Warrant Officers, Class II., Royal Marines.	
Chief and other Petty Officers and Seamen, Warrant Officers, Class II., Non-commissioned Officers and Privates of Marines, and others of the ship's company.	
	0   6

#### (c) General Instructions.

(N.P. I./1556/20.)

#### ARTICLE 1491.

\*       \*       \*       \*       \*

6. Separate schedules (Form S. 9) are to be made out for persons belonging to different ships, in which not only the nature of the work performed, but the grounds on which it has been authorised to be paid for as extra duty, are invariably to be stated. These lists are to be made out in triplicate; one to accompany the quarterly ledger, one to be retained by the Accountant Officer, and the third to be posted on the lower deck notice board.

(N.P. IV./1268/21.)

\*       \*       \*       \*       \*



9. Day, how reckoned.—With regard to extra pay, the day is to be reckoned as follows :—

Hard lying money	-	-	-	-	-	} 24 hours.
Field allowances	-	-	-	-	-	
Tropical allowance and stoking	-	-	-	-	-	
Climate pay	-	-	-	-	-	
Engineering work	-	-	-	-	-	
General work	-	-	-	-	-	} 10 hours, including intermediate dinner hour.
Coaling ships	-	-	-	-	-	
Slinging troop hammocks	-	-	-	-	-	
Receiving coal, &c., in dockyards	-	-	-	-	-	
Soldiers employed as stokers, &c.	-	-	-	-	-	
Cutting firewood	-	-	-	-	-	} 8 hours, including intermediate dinner hour
Working in double bottoms	-	-	-	-	-	
Stoker ratings in torpedo boats performing instructional duties	-	-	-	-	-	} 6 hours.
Assisting in ship's office	-	-	-	-	-	

(N.P. IV./744/20.)

\* \* \* \* \*

## CHAPTER XL.

### TRAVELLING EXPENSES, SUBSISTENCE AND LODGING ALLOWANCES.

#### SECTION I. TRAVELLING EXPENSES GENERALLY, AND AT HOME.

1495. When Serving on Shore.—The repayment of travelling expenses, the allowances for subsistence and lodging, and the provision of passages for Naval officers and men borne on Ship's Books for service in Naval Establishments on shore or Royal Marine officers and other ranks borne on shore strength are governed by the same regulations as apply to officers and men serving afloat, except where express provision to the contrary is made.

(N. 14109/20.)

#### ARTICLE 1496.

\* \* \* \* \*

2. Expenses not borne by the Public.—The expense of first joining the Service, or taking up an appointment from the unemployed full pay list, from half pay or from the retired list, of proceeding on or returning from leave, and of removals exclusively for the officer's or man's own benefit or at his request, or at the personal request of a superior officer, or for misconduct, will not be borne by the public, subject to the exceptions shown in the following clauses.

Except in the case of Aide-de-Camp to his Majesty the King on duty, travelling expenses are not repayable, and railway warrants should not be issued, in connection with the attendance of officers of the Royal Navy and Royal Marines at His Majesty's levees.

Officers returning from abroad, other than those provided for in Article 455, are not required to report in person at the Admiralty and expenses for the journey to London will not be repaid unless an officer is definitely ordered to report at the Admiralty personally, e.g., to deliver despatches.

3. Joining from Unemployed Full Pay, Half Pay, &c.: Special Exception.—When an officer on the unemployed full pay list, on half pay, or on the retired list, is ordered to join a ship in the United Kingdom at any port distant from Sheerness, Chatham, Portsmouth or Devonport, and his travelling expenses exceed 4l. 10s., an application for the repayment of the excess may be submitted for the consideration of the Admiralty.

4. Discharged to Unemployed Full Pay, Half Pay, &c.—Officers discharged to the unemployed full pay list, to half pay (except as shown in Clause 6), or to the retired list, will not be entitled to repayment of their expenses, but those

discharged at distant ports in the United Kingdom, where ships are not usually paid off, may submit for the consideration of the Admiralty the expenses incurred by them in returning to their homes, which will be settled on the same general principle of allowing any excess beyond 4*l.* 10*s.*

4a. **Definition of a "Distant Port."**—For the purposes of clauses 3 and 4 of this Article a distant port is any port north of, but including Grimsby on the East Coast, and ports north and west of, but including Swansea on the West Coast and any port in Ireland.

5. **Temporary Appointments.**—When an officer is appointed from the unemployed full pay list, from half pay or from the retired list to a ship for temporary service, and is discharged to the unemployed full pay list, half pay or to the retired list within three months of the date of his appointment by reason of his services being no longer required, an application for repayment of his travelling expenses in joining the ship, and in returning to his ordinary place of residence, may be submitted for the consideration of the Admiralty.

The fact that an officer may be granted home service leave on relinquishing a temporary appointment will not invalidate his claim to the repayment of these expenses.

6. **Baggage Expenses.**—Officers appointed from or discharged to the unemployed full pay list or to half pay, may be repaid the expenses incurred in connection with the conveyance of their service allowance of baggage, within the cost of forwarding it from or to a Naval general dépôt. (C. II./3256/22.)

\* \* \* \* \*

9. **Naval Ratings appointed to R.N.V.R. Divisions.**—Active service ratings appointed as Petty Officer Instructors and Divisional Armourers to Royal Naval Volunteer Reserve Divisions for three years will be allowed the actual reasonable travelling expenses of their wives and of their children, also conveyance of furniture, &c., not exceeding 35 cwt., and similar expenses will be allowed on removal provided that the full period of service of their appointment is completed, or that the men are removed before the expiration of this period from causes not under their own control.

The term "children" is to be understood to include sons under 16 years of age, unmarried daughters dependent on and residing with their fathers, and sons over 16 years of age, who by reason of physical or mental infirmity, are necessarily dependent on their parents.

(I.C. 790.)

10. **Sports.**—Officials and Members of Committees formed in connection with the Royal Naval and Royal Marine Sports Control Board may only have their travelling expenses refunded when they are summoned by the Admiralty, or the Commander-in-Chief of a Home Command or the Atlantic Fleet, to attend meetings in connection with sports or games as the voluntary recreation of officers and men.

Expenditure on this account is to be strictly limited, and proposals for meetings of Royal Naval and Royal Marine Sports Associations, Unions and Clubs must receive the prior approval of the Admiralty, if travelling expenses and subsistence allowances are involved. Applications for such meetings should be made, therefore, to the Royal Naval and Royal Marine Sports Control Board, Admiralty, at least 14 days before the meeting is to be held, and a nominal list of those attending is to be forwarded within seven days of the meeting.

This regulation is applicable only to those sports and games in which all officers and ratings are eligible to take part.

(C. II./2152/22.)

11. The following exceptions to the general rule laid down in Clause 2 to the effect that travelling expenses incurred in proceeding on or returning from leave are not repayable as a public charge will apply in the special circumstances stated.

(a) **Long Leave.**—If an officer on returning from long leave is required to rejoin his ship at another port because she has unexpectedly moved during the period of long leave, then the extra expenses incurred will be refunded.

(b) **Sick Leave.**—When an officer is granted sick leave on relinquishing an appointment or before taking up a new appointment, the actual expenses incurred in travelling from the place of leave are repayable not exceeding the cost of a Govern-

ment rate journey from the port at which his previous ship was stationed at the time he received his new appointment.

(ii) Actual vouched baggage expenses are also allowable not exceeding the expense which would have been incurred if the baggage had been conveyed as Government excess luggage on the direct journey from the previous ship to the new ship, but the expenses incurred in proceeding on leave are inadmissible.

(iii) Junior officers who are borne for disposal or sick leave on the books of a depôt on relinquishing an appointment in accordance with Article 229 and are permitted to proceed on leave at once without reporting to the depôt are entitled to the repayment of their expenses in proceeding to leave not exceeding the cost of a Government rate journey to the depôt. Similarly, on appointment from disposal leave or sick leave for which they have been borne in depôt, the expenses incurred in travelling from the place of leave are repayable not exceeding the cost of a Government rate journey from the depôt.

(c) *Home Service Leave.*—The travelling expenses of officers discharged to, and appointed from, Home Service Leave are governed by the rules laid down in (b) (i) and (b) (ii) above.

(d) *Foreign Service Leave.*—Officers discharged to foreign service leave are not entitled to the repayment of travelling expenses in proceeding on leave except those connected with the conveyance of baggage which are repayable not exceeding the cost of forwarding it to the depôt on the books of which they are borne for leave. Those officers who are referred to in Article 229 are, however, in addition, entitled to the repayment of their personal expenses not exceeding the cost of proceeding at the Government rate to the depôt—see 1496, clause 7.

(ii) Officers appointed from curtailed or expired foreign service leave are entitled to the repayment of their personal and baggage expenses not exceeding the cost of a Government rate journey from the depôt on the books of which they were borne for leave.

(iii) Officers appointed from curtailed foreign service leave for temporary service of less than three months are entitled to their actual reasonable expenses from their homes and back again on discharge to complete foreign service leave.

(e) *Recall from Leave.*—Officers and men are not to be recalled from leave unless circumstances have arisen which render this course imperative. The fullest explanation of the reasons for the recall are to be given on the claim.

When an officer or rating is recalled from leave, travelling expenses will not be allowed in connection with the journey to his ship, except so far as they may be incurred in consequence of the ship having in the meantime proceeded to sea or to another port.

If, after recall, the officer or rating is allowed to complete the leave originally granted, expenses incurred for journeys within the United Kingdom in proceeding again on leave, and in returning finally to his ship (excluding charges for excess luggage) will be repaid, subject to the proviso that the Crown does not bear any expense in excess of the cost of travelling between the port at which the ship was lying at the time of his recall and the place at which he was spending his leave when he received the order to return. Expenses incurred outside the United Kingdom in connection with leave spent abroad will not be allowed.

Railway warrants for the outward and return journey should be issued in all cases to officers and men proceeding to a place in the United Kingdom to complete unexpired leave after recall, provided that the unexpired portion of the leave will admit of at least 24 hours being spent at the destination. If less than 24 hours can be so spent no expenses are allowable and warrants should not be issued.

In all cases where claims for travelling expenses incurred in proceeding to and returning from leave after recall are preferred, the following details should be furnished :—

- (i) Amount of leave originally granted.
- (ii) Date of its commencement.
- (iii) Date of recall.
- (iv) Place at which leave was being spent.
- (v) Date of again proceeding on leave.
- (vi) Amount of leave then granted.
- (vii) Date of final return from leave.

When an officer or rating is recalled from leave and is subsequently allowed to return to complete the unexpired period of the leave originally granted, travelling expenses in again proceeding to and from leave are not allowable in cases in which additional leave is granted in excess of four days over the unexpired period.

Officers and men who are aware before proceeding on leave that they are liable to be recalled are not entitled to repayment of any travelling expenses incurred.

(f) *Recall from Foreign Service Leave.*—Officers who are recalled from foreign service leave to take up an appointment may be allowed travelling expenses incurred in taking the balance of their leave provided that the exigencies of the Service admit of the balance being taken within three months of the date of original discharge to foreign service leave. Any foreign service leave not taken within this period is to be regarded as cancelled.

The case of officers recalled for short periods of duty of less than three months is dealt with under (d) (iii) above.

If an officer is permitted to return to foreign service leave within three months of the date of original discharge to leave he is allowed the cost of one return journey to and from leave in accordance with the rules laid down in (e) above.

The foregoing rules apply only to leave granted on the Home Station, and travelling expenses will not generally be repaid for journeys performed abroad.

In regard, however, to the rules contained in (a) and in the second paragraph of (e), cases of exceptional hardship may be submitted to the Admiralty for special consideration when an officer or man abroad incurs extra heavy expense as a result of his ship having moved unexpectedly to a more distant port.

(C. II./6368/22.)

**1498. Class of Travelling Warrants.**—First class accommodation is to be ordered on travelling warrants for all officers, including warrant officers, Royal Navy, equivalent ranks, Royal Marines, and subordinate officers.

For chief petty officers, Royal Navy, and equivalent ranks, Royal Marines, accommodation is to be ordered as follows:—

- |   |   |
|---|---|
| (i) For all journeys in Great Britain   | 3rd class.  |
| (ii) For journeys in Ireland or for the Irish portion of the journey in the case of a through warrant between Great Britain and Ireland | 2nd class, or 3rd class where 2nd is not available. |

Whenever possible, chief petty officers, Royal Navy, and equivalent ranks, Royal Marines, travelling in Great Britain should be placed in separate third-class compartments from lower ratings.

For all other naval ratings and marines, third class accommodation is to be ordered for all journeys.

2. It is important that the fullest details of the duty should be shown on the travelling warrant in order that the head of charge may be determined.

3. **Applications while on Leave.**—When officers and men on leave, &c., are unable to obtain travelling warrants from their ships, they may apply for them to the Accountant General of the Navy, Admiralty, S.W.

Any officers or ratings who may have had the opportunity of providing themselves with warrants and have failed to do so, will not be allowed the full cost of railway fares, but only the cost of railway warrants when settlement of their expenses is made.

(N. 16034/21.)

**1499. Subsistence of Large Parties.**—When men travel in large parties, proper economical arrangements for their subsistence are to be made.

(C. II./3256/22.)

\* \* \* \* \*

**1501. Cab Hire, Gratuities, &c.**—The necessary cost of cab hire, portorage or waterage as incurred and stated in detail will be allowed, but not stewards' fees or gratuities to porters or servants. Charges for insurance and warehousing of the private effects of officers or ratings are also inadmissible.

(C. II./3256/22.)

**1502. Extra Luggage.**—On such journeys as involve conveyance of luggage beyond the quantity conveyed free by the Railway Companies, the expense of its conveyance, to the extent of the regulated quantity, will be allowed as a public charge.

**2. Repayment of Charges.**—A.G. Form No. 818 should be issued to all naval and marine ranks and ratings travelling on duty with personal effects in order that the Admiralty may obtain the benefit of the cheaper rates granted by the Railway Companies for Government traffic.

Seamen's hammocks and bedding are conveyed at the reduced Government rates for stores. Care should therefore be taken that, on presentation of the form at the railway station, particulars as to the weight of hammocks and bedding should be entered separately from those relating to bags, chests, &c. Hammocks and bedding should be conveyed in the train by which their owners are themselves travelling.

Payment of excess luggage charges should not be made at the railway station by the officer or rating in charge (or the officer or rating). After the weights have been duly certified both by the naval officer or rating concerned and by the railway official who weighed the baggage the form is retained by the Railway Company.

Accounts are presented monthly by the local railway authorities to the Senior Naval Officer at the port of departure for payment. If there is not a Naval Authority at the place concerned, the account, supported by A.G. Form 818, will be forwarded by the Railway Company for payment to the Accountant-General of the Navy.

In order that the advantage of the reduced rates may be obtained it is necessary that officers and men should, if possible, take their heavy luggage with them when travelling on duty. There is, however, no objection to other arrangements being made for the transmission of baggage, provided that additional charges are not thereby incurred. The expense of sending baggage by passenger train independently of the owner is not to be paid unless the circumstances are quite exceptional.

In cases of "through" journeys which involve travelling over more than one company's system, care should be taken that the complete journey from the commencing station to the destination station is entered on A.G. Form 818. Otherwise additional charges may be levied when the passenger changes from the original Company's system on which he began his journey.

The amounts of baggage which the Railway Companies are required to carry free for Naval personnel are:—

112 lb. for officers (First Class).

56 lb. for naval ratings (Third Class).

The regulation quantities of personal effects, the conveyance of which is admissible as a public charge, are shown in Appendix IX.

Naval officers and ratings arriving in the United Kingdom from foreign stations in merchant ships are not able to avail themselves of A.G. Form 818, and in their case the baggage should, if possible, accompany them to their Depôts or elsewhere, the ordinary public excess charges being paid at the railway station. When it is not possible for the baggage to be cleared from the steamer in time for it to accompany the owner, there is no objection to the repayment of charges for forwarding the baggage independently by goods train. In both cases the expenses should be included in the claim rendered for the repayment of travelling expenses and the claim should be supported by receipted vouchers for the conveyance charges. Where baggage is forwarded independently the nature of any "paid on" charges should be ascertained from the carriers and the details shown on the voucher.

"Agency" charges in the clearance of baggage are only allowable in exceptional cases, e.g., when the steamer arrives in port on a Sunday, Saturday afternoon or Bank Holiday, and it is not practicable to clear the hold without delay.

(C. II./3256/22.)

**1503. Mileage Allowances for use of Private Motor Cars, &c.**—The rates of mileage allowances payable to officers in respect of the use of their private motor cars and motor cycles on official duty are as follows:—

(a) Motor cycles without side-car	3½d. a mile.
(b) Motor cycles used with side-car, tri-cars and light cars	
under 7 h.p.	4½d. „

- (c) Four-wheeled motor-cars of and over 7 and under 10 h.p. . . . . 5½d. a mile.  
 (d) Four-wheeled motor-cars of 10 h.p. and over, except those included in (e) below . . . . . 7d. „  
 (e) Four-wheeled motor-cars with ordinary seats for four or more persons and over 11 h.p. . . . . 8d. „

The higher rate allowed for the use of a motor-cycle with side-car attachment will be payable in respect of official journeys on which the combination is actually used and will not be confined to occasions on which the use of a side-car is necessary for official purposes.

This and the other rates are intended to apply equally whether or not official passengers are carried, and no addition should therefore be allowed in respect of a passenger.

2. Applications for payment of the allowances should be accompanied by the following certificates:—

- (a) That the officer has not received supplies of petrol from public sources at less than the market price, and  
 (b) That the railway service was not available on the occasion for which the allowance is claimed or that the special circumstances of the duty necessitated the use of the car.

3. No standing permission is to be given by any officer for the payment of the foregoing mileage allowances in respect of the use, on public service, of any privately-owned motor vehicle. All applications for such permission are to be submitted to the Admiralty for decision. Applications for the payment of mileage allowance in respect of any particular journey or journeys, however, may be dealt with locally.

4. The above rates should be regarded as temporary, and as subject to review as circumstances may require.

5. These rates are not applicable to motor-assisted bicycles, pedal-assisted motor-cycles, motor scooters, or vehicles of similar type.

(C. II./3256/22.)

#### ARTICLE 1505.

\* \* \* \* \*

5. Naval Ratings and Marines discharged to pension or invalided.—Removal expenses to the future place of employment will be borne by the Crown, in the case of Long Service ratings and Royal Marines discharged to pension or invalided from the Service under the following Regulations:—

(a) The concession is applicable only to journeys *within the United Kingdom*, and in the event of a man pensioned or invalided proceeding abroad on discharge from the Service, removal expenses to the port of embarkation only will be carried out at the public expense.

(b) Removal expenses will be defrayed from public funds provided that the removal is actually effected within a period of six months *before*, and twelve months *after*, the date of final discharge from the Service. In the latter case a man's intention to remove must be notified to the Accountant General of the Navy, Admiralty, Whitehall, London, S.W. 1, within a period of *one month from the date of his final discharge* from the Service.

When removal is effected *before* discharge, the man should make his own arrangements in as economical a manner as possible, and the claim for the refund of expenses should be submitted within a period of one month of final discharge.

(c) The repayment of expenses will be confined to the *cost of conveyance of furniture and railway fares* for the man and his wife and children. All other incidental expenses, such as cab hire, the cost of temporary accommodation while awaiting the arrival of furniture, &c., must be borne by the man himself.

(d) The maximum weight which will be conveyed at the public expense is 60 cwt., and the proportionate cost of any excess beyond this weight will be disallowed.

(e) Any extra expenses incurred by the use of "lift" vans for these removals cannot be admitted as a public charge.

(C. II./3256/22.)

**1506. Lodging and Subsistence at Home.**—Officers and men on home stations, including Royal Marines, whether on Ship's books or on shore strength, when travelling on duty are, in the absence of service accommodation and victualling, to be paid subsistence and lodging allowances at the following rates, subject to the qualifications contained in Arts. 1382 and 1385. These rates are subject to periodical revision.

The concurrent payment of provision allowance with subsistence allowance is inadmissible (*see* Art. 1517, Clause 3) and when officers and men have been credited with the former allowance the rates shown below are subject to certain deductions as set forth in Appendix IV.

Class.	Rank.	(A) Whenever absent a night or for every 24 hours absence.	(B) Above 9 hours and not absent the night.	(C) Above 5 but under 9 hours.
		£ s. d.	s. d.	s. d.
I.	Flag Officers holding an appointment in which their flags are flown.	1 10 0	15 0	6 0
II.	All other Flag Officers, Commodores, Captains, Commanders and officers of corresponding rank.	1 5 0	12 6	5 0
III.	Lieutenant Commanders, Lieutenants and officers of corresponding rank.	0 18 9	9 4	3 9
IV.	All other officers . . . . .	0 15 0	6 3	2 6
V.	Petty Officers and seamen, warrant officers, class II, non-commissioned officers and marines when travelling singly.	0 7 6	3 9	1 6
VI.	Boys . . . . .	0 3 9*	3 9	1 6

\* Boys (Class VI.) may receive an additional sum of 1s. 6d. a night, when it has been necessary to pay for sleeping accommodation en route. (C. II./2823/21.)

**1a. Sleeping Berths.**—When officers have necessarily to travel by night and actually engage a sleeping berth, an allowance of 5s. is payable towards the cost involved, in addition to the scale rate of subsistence allowance. Payment of this allowance will be restricted to those cases where the journey is for Service reasons necessarily performed at night and a certificate to this effect is to be given on the Officer's Route Order, Form S. 542, by the officer who authorised the journey. This allowance is subject to review as circumstances may require.

**2. Payment for a Night or Part of a Day.**—Payment of the nightly rate of subsistence allowance on account of a particular night is inadmissible for an absence which terminates before or begins after 3 a.m.

When an officer or man is entitled to payment for 24 hours or upwards, no fractional part of a day is to be allowed in addition unless the extra time for which payment is claimed shall exceed by more than five hours the full time for which he would be paid under column A of the above table.

**3. On Detached Duties, &c.**—Officers and men detained at a port waiting to join their ships, or employed on detached duties where Service accommodation is not available, are required to enter lodgings as soon as possible, more especially if there is a possibility of the period of duty being extended, or if there is an uncertainty as to the duration of the duty. Subsistence allowance under Clause 1 may be paid when travelling to the port or place of detached duty, and the allowance may be paid for three days (or four, including a Sunday) while seeking lodgings, and then lodging and provision allowance under Articles 1513-7. Any reasonable expense incurred for rent or lodgings in lieu of notice is repayable. During any necessary short absences, and while travelling on return to ship, the subsistence allowance under Clause 1 will be paid, when the victualling allowance will cease, but not the lodging money if the lodgings are retained.

Where it is known definitely that the total period of detached duty or detention will not exceed seven days, subsistence allowance at the full rate is payable throughout the period.

No payment of allowances arising from a departure from this procedure should be made in the absence of prior approval from the Admiralty and exceptions will only be authorised in special circumstances, but the amount of subsistence allowance after fourteen nights is not to exceed two-thirds of the full rate.

(C. II./3256/22.)

4. *Cancelled.*

(N. 14109/20.)

\* \* \* \* \*

7. *Cancelled.*

\* \* \* \* \*

**1507. On Court-Martial Duty, &c.**—Officers of the rank of Captain who may be ordered to a port for a few days on Court-Martial or other temporary duty will be allowed subsistence allowance under Art. 1506, Clause 1.

2. Other officers will be allowed subsistence allowance under the same article on a report being made to the Commander-in-Chief that they cannot be accommodated and messed in the general depôt or other ship. On arrival at the port they are to repair immediately, either to the Commander-in-Chief direct or to the captain of the ship to which they are to be attached, for instructions as to their accommodation, &c.

(C.W. 7294/13.)

**1508. Advances to meet Expenses.**—When an officer or seaman is about to proceed on a journey likely to entail expense, a moderate sum may be advanced by the Accountant Officer towards meeting such expense. This should take the form of an advance of pay (and be charged on the ledger accordingly) in preference to an advance of public money, provided it does not exceed the pay due to the officer or man at the date on which it is made.

2. If an advance of public money is made to meet the expenses of a journey, it will be brought to account on the travelling expense claim submitted by the officer or man. To ensure that it is not overlooked, it is to be noted on his pay documents. The receipt obtained for the advance, which will be the voucher to the Accountant Officer's cash account, should indicate the steps taken to ensure that it will be accounted for.

3. Accountant Officers of H.M. Ships and Establishments who effect settlement of travelling expenses claims on which naval travelling advances are accounted for, are to send an immediate notification to the Accountant-General of the Navy of the clearance of the advance. A separate notification should be used for each advance cleared and Form S. 542B. should be used for this purpose.

Unless a notification of the clearance of an advance to meet travelling expenses is received at the Admiralty within a reasonable period from the date on which the advance was made, steps will be taken by the Admiralty to recover the amount of the advance from the officer or rating concerned.

(C. II./3256/22.)

**1509. Payment of claims for Travelling.**—The claims for travelling expenses are to be examined and paid by the Accountant Officer on the approval of the Captain, but in case of doubt reference is to be made to the Commander-in-Chief, and in the case of journeys performed abroad, to the Admiralty with a statement of the particular point on which a decision is desired. An advance to the extent of that portion of the claim respecting which there is no doubt may, in such cases, be made.

(C. II./3256/22.)

**1510. Absentees and Men from Leave.**—Men and boys forwarded to their ships in consequence of having been absent without leave when their ship sailed, or granted travelling warrants to enable them to return from leave of absence, are to have their personal expenses for conveyance by rail or steamship charged against their wages, but other incidental travelling expenses, including the expenses of any escort, are chargeable against Navy Votes.

(N. 14109/20.)

## SECTION II. TRAVELLING EXPENSES ABROAD.

**1511. Lodging and Subsistence Claims.**—The principles on which travelling expenses incurred on service abroad will be allowed are the same as govern them on the home station, except that the rates of subsistence in Article 1506 do not apply. In lieu thereof and subject to the qualifications contained in Articles 1382



and 1385 such rates will be allowed as may from time to time be prescribed; but, as on the home station, not for any absence of less than five hours when not absent the night. Considerable items of any kind should be submitted to the Commander-in-Chief or to the Admiralty for prior approval before payment.

(C. II./3231/22.)

### SECTION III. LODGING AND PROVISION ALLOWANCES, &c.

**1512. Authority Required.**—Lodging and provision allowances at either the daily or annual rates are not to be paid without the special authority of the Commander-in-Chief or the Admiralty having been obtained on Form S. 1297. The forms when completed should be forwarded immediately to the Accountant-General and should on no account be retained as enclosures to ledger.

2. Lodging allowance is not to be paid to officers or ratings who are actually provided, or who can be provided, with sleeping accommodation in any vessel (including stationary ships and small craft) or in a naval establishment or in Service premises of any description. This will not, however, affect the continued payment of lodging allowance under the conditions laid down in Article 1516a. Clauses 1, 2 and 3.

3. No variation from the foregoing procedure is to be made without prior Admiralty sanction.

(C. II./5719/20.)

**1513. Officers (including Warrant Officers),** for whom accommodation cannot be provided on board H.M. ships in naval or marine barracks, or in Service quarters generally, will be granted lodging allowance at the following rates :—

Actual or Relative Rank.	Annual Rate.	Daily Rate.
	£	s. d.
Flag Officers and Captains, R.N., and Lieutenant Colonels and above R.M.	100	10 0
Commanders and Lieutenant-Commanders and Lieutenants, R.N., Majors, Captains, and Lieutenants, R.M. (over 4 years from date of entry)	80	8 0
All other officers (including Lieutenants, R.M., under 4 years from date of entry, and warrant officers, R.N. and R.M. (except Class II))	60	6 0
Warrant Officers, Class II, R.M.	—	2 4

2. It is a condition for a grant of this allowance that previous application shall have been made and that it is applied for immediately upon its being ascertained that accommodation could not be provided.

3. Payment of lodging and provision allowances to officers shall in the first instance always be made at the annual rate. Where it is found that the period involved does not extend to one month, the difference between the daily and annual rates is to be credited.

(C. II./5719/20.)

#### 1515. Cancelled.

(M.C. 7764/17.)

**1516. Ratings Residing on Shore.**—When chief petty officers and seamen are compelled to reside on shore, and no accommodation is available for them, men ranking as chief petty officers are to be paid 2s. per diem, and men below that rating 1s. 6d. per diem.

(N.P. 2241/18.)

**1516a. Officers and Men admitted to Hospital.**—When officers and men who are in receipt of lodging allowance are admitted to hospital, payment of the allowance should cease from the date of admission if the anticipated period of detention exceeds 14 days.

For all others in hospital, payment of lodging allowance may be continued up to a maximum of 14 days from the date of admission, provided that the lodgings are retained and paid for, and that, for officers, the allowance was previously being paid at the annual rates.

**2. Officers Absent on Detached Duty.**—Lodging allowance should cease when officers are on detached duty, unless the anticipated period of absence does not exceed 14 days, when the allowance may be continued for a period not exceeding 14 days. It is a condition for the payment of lodging allowance to these officers that the lodgings shall have been retained, and paid for, during the period of absence, and that they were previously in receipt of the allowance at the annual rates.

**3. Officers Absent on Leave.**—Officers who are in receipt of lodging allowance at the annual rates will be permitted to retain the allowance during periods of leave (including ordinary sick leave, but not when they are maintained in hospital, except as provided for in Clause 1 above), provided they can certify that they have necessarily retained and paid for their lodgings during the period.

(C. II./5719/20.)

**4. Officers and Men Promoted.**—Compensatory allowances (i.e., lodging, subsistence, and messing allowances) are payable to officers and men promoted or whose promotion has been antedated at the rates appertaining to the higher rank or rating only from the date on which they receive official notification of promotion or of antedating of promotion.

(N. 11900/22.)

**5. Ratings Discharged Sick ashore.**—Lodging and provision allowances should not be paid to men discharged sick ashore except to ratings who, before their illness, were already in receipt of the allowances. It is a condition of payment to such ratings that they remain in their lodgings at the place of duty.

**1517. In Lieu of Provisions, Fuel and Light.**—Officers and men borne on ship's books, except the officers designated in Clause 2, who are not victualled in consequence of absence on duty, are to be paid an allowance in lieu of provisions, fuel and lights, at the daily rate laid down in Appendix IV., unless orders are given to the contrary. See 1518, Clause 3 (*Conditions governing payment of daily rate to officers*).

(C. II./5719/20.)

**2. Officers holding appointments of a permanent nature** (i.e., of longer than one month's duration), who do not draw their provisions, fuel and lights in kind are to be paid a commuted allowance in lieu at the annual rate prescribed in Appendix IV., and such allowance shall not be stopped while they are absent on leave.

**3. These allowances may be paid in addition to lodging allowance, but not in addition to subsistence allowance; and when provision allowance has been previously paid, abatements should be made from the subsistence allowance as prescribed in Appendix IV.**

(C. II./7712/20.)

**3a. Officers and men in receipt of these allowances, which are payable in lieu of Service victualling, are not entitled to draw provisions from Government stocks on repayment.**

(A.G./N.L. 33650/19.)

**4. Officers Closing Accounts.**—When no accommodation can be found in any ship or naval barracks for officers detained to close accounts, or when it is prejudicial to the work for them to return to their ship for meals, they may be granted the allowance in lieu of provisions, fuel and lights for the prescribed periods, subject to the approval of each grant by the Commander-in-Chief.

(C. II./7712/20.)

**1517a. Servants' Allowance.**—The rates and conditions of payment of this allowance are shown in Appendix V.

(N.P. I./859/21.)

#### SECTION IV. PASSAGES OF OFFICERS AND MEN IN MERCHANT SHIPS.

##### ARTICLE 1518.

\* \* \* \* \*

**6. Hospital Ships.**—No ranks or ratings, other than the authorised crew, medical staff and invalids, are to be embarked in hospital ships without the prior approval of the Admiralty.

(M. 31570/21.)

**1519. Report of Passage ordered.**—In every case in which a passage is ordered, the officer ordering it is to report the same to the Director of Transports (Board of Trade), on Form S. 215, and whenever an officer is ordered home, he is to be furnished with a duplicate of the report, so far as relates to his individual case.

2. Whenever an officer serving abroad is ordered to return to England or to proceed to another station for any cause, a special report is to be made by telegraph stating in what ship-of-war, transport or packet he is proceeding, with date of sailing of the ship, and probable date and port at which she will arrive.

3. A Senior Officer ordering such a passage is also to inform the Commander-in-Chief.

(C.W. 7200/22.)

**1521. Nature of Accommodation authorised.**—The following accommodation will be provided whenever practicable :—

(a) For Flag Officers and Commodores, 1st and 2nd Class	Reserved.
(b) For all other officers, including warrant and subordinate officers	First.
(c) For all chief petty officers and equivalent ranks, Royal Marines	Second.
(d) For all others	Third.
* * * * *	

**3. *Cancelled.***

(N. 3124/21.)

**1525. When Officers not allowed Free Passage.**—Officers are not entitled to passage at the public expense :—

- (a) When returning home on resignation of appointment.
- (b) When dismissed the Service by sentence of court-martial; except when an officer is absolutely without means to provide his own passage, in which case a second-class passage to England may be ordered, at the discretion of the senior Officer, on condition that any balance of full pay due is withheld towards meeting the expense of the passage.
- (c) When removed at their own request, or at the request of any superior officer, with the consent of the officer so removed.
- (d) When coming home on private affairs, on leave of absence, or on voluntary retirement.
- (e) When ordered home by "first government opportunity," and not otherwise entitled to passage.

(C. II./8774/21.)

\* \* \* \* \*

**1525a. When Naval Ratings not allowed Free Passage.**—Naval ratings are not entitled to passage at the public expense :—

- (a) When removed at their own request, or at the personal request of a superior Officer. (See 1496, Clause 2.)
- (b) When coming home on private affairs, on leave of absence, or on discharge free or by purchase.
- (c) When ordered home by "first government opportunity" and not otherwise entitled to passage.

(C. II./8774/21.)

**1528. Wives and Families of Officers.**—Naval or marine officers appointed for service in naval establishments abroad for a term of years, and borne definitely for shore and not for fleet duties, may be allowed, at the discretion of the Admiralty, on first appointment and on final relief therefrom, passage at the public expense for their wives and children with the usual accommodation for one female servant irrespective of the servants allowed by Article 1524. Where passage for a female servant is required, the officer, when making the application, must furnish a certificate that the person to be embarked is a *bonâ fide* domestic servant. Where passages are ordered abroad, this certificate is to be forwarded to the Director of Transports with the report of passage ordered. (Form S. 215.)

1a. Free or assisted passages will also be allowed for the wives and families of officers holding certain appointments, a list of which will appear from time to time in Admiralty Fleet Orders.

(C.W. 2569/22.)

3. As a general rule, when the appointment is for five years and upwards, the passages will be at the public expense. When the appointment is for any period short of five years, but not less than two, one-half of the expense will be borne by the public; but if the female servant mentioned in the preceding clause be taken in substitution for a male servant, allowed under Article 1524, her passage will be provided at the public expense to the same extent as the passage of such male servant would have been provided.

Flag Officers and Commodores when accompanied by their families, will be allowed the option of substituting an additional female servant for a male servant allowed under Article 1524, her passage being provided at the public expense to the extent laid down in the previous paragraph.

(C.W. 34390/19.)

4a. Defraying from public funds of the cost or part cost of outward or homeward passages under the above provisions will only be allowed if the officer's wife and family sail within a reasonable period after the officer. The cost will not be allowed if the interval exceeds 12 months from the date of the officer's appointment or discharge, and no greater amount will be admitted than that which would have been incurred had the family accompanied the officer at the time of transfer.

(C.W. 10249/22.)

# ARTICLE 1527.

2. The advance is to be noted as an imprest on the officer's pay ticket, to clear which he will be required to render an account of his disbursement for examination and adjustment under the Regulations. The account should be supported by receipted vouchers for payments in respect of passage money and care should be taken to obtain these documents either before or at the time of travelling.

(C. II/4651/23.)

## SECTION V. CONTRIBUTION ON ACCOUNT OF MESSING.

1535. Officers' Families.—Messing contribution is not recoverable from naval or civilian officers in respect of themselves or their servants (naval or domestic), but contributions towards the expense of messing while on passage and towards hotel expenses incurred abroad are to be recovered from officers entitled to first-class passages in respect of their families in accordance with the following scale:—

Scale.—Families of naval, marine and civil salaried officers with pay or salaries of 350*l.* per annum when ordered passage:—

	s.	d.
Ladies over 16	7	0 per diem.
Children 7 to 16	4	8 "
„ 1 to 7	3	6 "
„ under 1		Free.

Families of naval, marine, or civil salaried officers with pay or salaries not exceeding 350*l.* per annum when ordered passage:—

	s.	d.
Ladies over 16	4	0 per diem.
Children 7 to 16	2	0 "
„ 1 to 7	2	0 "
„ under 1		Free

(a) The total messing contribution recoverable in respect of the families of officers in receipt of pay or salary of not more than 500*l.* is limited to 12*s.* 6*d.* per diem.

(b) Messing contribution is not chargeable for the families of civil salaried officers and others ordinarily entitled to second-class passages for whom first-class passages are ordered for special service reasons.

(C. II./3443/20.)

\* \* \* \* \*

## CHAPTER XLI.

### PASSENGER ALLOWANCES AND COMPENSATION FOR LOSSES.

#### SECTION I. ALLOWANCES.

##### ARTICLE 1540.

\* \* \* \* \*

2. When royal personages, foreign ambassadors or other foreign persons are embarked for passage in H.M. Ships, Commanders-in-Chief may, at their discretion, authorise entertainment expenses within the limits of the scale laid down in Article 1541 for British Officials and Officers of corresponding rank. If, however, it is found necessary to exceed these rates, the approval of the Admiralty must be obtained and a statement of the actual expenses incurred is to be forwarded for consideration.

When special circumstances render it desirable, Commanders-in-Chief will issue instructions for the entertainment provided to be limited to the scale laid down in Article 1541 for persons of lower status.

For royal personages in particular, the maximum rate of the scale laid down in Article 1541 should normally be authorised.

In all cases Commanding Officers of H.M. Ships are to forward through the Commander-in-Chief a certificate that the amount approved has been expended.

(M. 11701/23.)

**1544. Naval Officers taking passage in ships, and Captains on the Staff of the Inspector of Target Practice, when embarked on duty, are to be entertained as follows (making their own arrangements as to messing):—**

(a) Captains, Engineer Rear-Admirals, and Surgeons General—at the Captain's Table.

(b) Commanders, Deputy Surgeons General, Secretaries to Admirals of the Fleet and to Commanders-in-Chief, Paymasters-in-Chief, and Engineer Captains—at the Ward Room table, or the table of a Commander in actual command.

(c) Other Ward Room Officers at the Ward Room table.

(d) Gun Room and Warrant Officers at their respective messes.

(C.W. 8265/12.)

#### SECTION II. COMPENSATION.

##### ARTICLE 1550.

\* \* \* \* \*

**2. Amount of Compensation and Conditions.**—The amount of compensation awarded will be calculated on the principle of making good actual losses so far as to enable officers and men to re-equip themselves with what is necessary for service. The scale given in Appendix VIII. will not be exceeded, except in the case of equipments for special or exceptional service.

Where an Officer or man leaves the Service for causes other than his own misconduct, before re-equipment takes place, a report of the circumstances should be submitted to the Admiralty with a view to the award of compensation to the Officer or man concerned. Such award will be at the discretion of the Admiralty and will in no case exceed the actual value, so far as it can be ascertained, of the articles lost or damaged.

When an Officer or man dies before re-equipment takes place, no compensation will be payable. If expenditure on re-equipment is incurred but the officer or man dies before a claim for refund is made, the Admiralty may, on receipt of proof

of the expenditure, make an award at their discretion to the legal representative of the deceased.

13. In the event of the restoration of the patient to health, replacement is to be made or compensation paid according to the foregoing rules, but in the event of death, no compensation is payable to the deceased person's representatives in respect of the articles destroyed.

(C. II./4018/22.)

## CHAPTER XLII.

### PAY ACCOUNTS.

#### SECTION I. BOOKS AND RETURNS CONNECTED WITH PAY AND NUMBERS VICTUALLED.

**1561. List of Books and Returns.**—The following are the books and returns to be kept by the Accountant Officer.—

*To be forwarded.*

The ledger, abstract, and classified summary of victualling	Quarterly.
Return of numbers borne on the 15th of each month	Monthly.
Return of deaths and desertions	
Return for Admiralty register of services by H.M. Ships and Establishments except as below	
Return for Admiralty register of services by Royal Naval Depôts and Boys' and Youths' Training Establishments	Weekly.
Return of ratings appropriated to home Ports	Yearly.
Reports of movements of ratings as directed by Article 1595	As the movements occur.

(N.P. II./2301/22.)

3. *Cancelled.*

(N.P. 958/14.)

#### SECTION II. LEDGER.

##### ARTICLE 1562.

**3a. Notification of Despatch.**—Whenever a Ledger is transmitted to the Admiralty notification of the route and date of despatch is to be sent to the Accountant-General by separate reference.

(N.P. II./1602/22.)

**4. Extension of Ledger and Victualling Accounts.**—When a ship is commissioned within twenty-eight days of the end of a quarter the foregoing rule may be modified, and the ledger, instead of being closed at the end of the quarter may be carried on to the end of the quarter following; and, similarly, when a ship is to be paid off within twenty-eight days after the commencement of a quarter, it may be continued for such period. The periods of the victualling and clothing accounts rendered by the Accountant Officer must coincide with the period of the ledger. (See also 1760, Clause 1.)

(V. 2978/20.)

**5. Sections.**—The Officers' and men's sections of the ledger are to be rendered separately, each complete in itself in regard to the certificates, tables, lists, and the index (*see* Clause 8 relative to the Reserves' Section of the Ledger); but on being sent from the ship they are to be securely tied together, the several lists and folios following in proper numerical order, so as to form one ledger, and an abstract (Form S 41b) is to be rendered for the complete ledger.

(N.P. I./1175/22.)

\* \* \* \* \*

**8** Marines and pensioners are always to be borne on separate lists, or sub-divisions of lists, those on any list except 4, 6, 9, 10 and 11, in a sub-division marked respectively M. or P.

Officers and men of the Royal Naval Reserves or Royal Naval Volunteer Reserve, officers of the Special Reserves of Engineers, R.N., or Royal Marines, and men of the Royal Naval Auxiliary Sick Berth Reserve are, similarly, to be borne on separate lists, or sub-divisions of lists, marked R.N.R., R.N.V.R., Special Reserve of Engineers, R.N., Special Reserve of Royal Marines, or R.N.A.S.B.R., respectively. The portion of the ledger allotted to the officers of these Reserves is to be kept distinct from that assigned to ratings, but the two portions are to form one separate section which is not to be attached to the rest of the ledger on its transmission to Admiralty.

The various classes of ratings belonging to the Royal Naval Reserve and Royal Naval Volunteer Reserve are to be entered in separate sub-divisions of List 14, *e.g.*, 14 R.N.R. (Seamen), 14 R.N.R. (E.R.A.'s, &c.), 14 R.N.R. (Stokers).

A separate index, including officers and men, is to be prepared for the Reserves' Section of the Ledger.

(N.P. I./1175/22.)

\* \* \* \* \*

**10. Abstract and Classified Summary of Victualling.**—The following regulations are to be observed in the preparation of the abstract and classified summary of victualling:—

(a) The totals of the ledger folios are to be arranged on the abstract in two groups:—

- I. All lists except those on which marines are borne.
- II. Lists on which marines are borne.

(b) Only such items as have no separate columns provided for them in the abstract are to be shown in the "Miscellaneous other Credits" and "Miscellaneous other Charges" columns thereof.

(c) Separate totals are to be rendered at the foot of each column for each class of credit or debit with the exception of the column headed "Balances Debtor from Former Accounts," &c., for which one total will suffice.

(d) The following details only should be completed on board on the classified summary of victualling in the spaces provided for the purpose:

- (i) Statement of Victualling per Ledger, including numbers shown per Victualling Account and explanations of differences, if any.
- (ii) Amounts charged for clothing issued to Seamen and to Marines.
- (iii) Particulars relating to persons not belonging to the Navy to whom rations are claimed to have been issued.

(A.G. 10A/20.)

\* \* \* \* \*

**1563. Characters and Abilities.**—The characters and abilities in rating awarded to Petty Officers, Seamen and others are to be carefully noted on the ledger for the quarter in which the assessment of character and ability is made on the Service Certificates. The notation as to character is to be carefully distinguished from that as to ability, which it is invariably to precede.

Should it be found impossible to note a character or ability on the ledger before despatch, the reason for the omission should be stated, and the character or ability communicated thereafter to the Accountant-General of the Navy as soon as practicable.

(N.P. 3152/15.)

**2. Relative or Friend.**—The name and address of the nearest known relative or friend of each seaman and boy and of each marine serving afloat are to be obtained from Form Ss 537 and noted in the ledger on which they are borne for pay on 1st September of each year, after the particulars on the service certificate have been verified (*see* 829, Clause 13). Any man in prison on 1st September is to have his nearest known relative's or friend's name and address noted in the ledger on which he is next re-entered for pay. This information is also to be inserted on the ledger for men, and youths (over 17 years of age), on first entry or re-entry, and for marines who embark for service afloat, in the ledger in which they are first borne for pay.

Any alteration of these particulars reported by the man during the year should be similarly recorded on the ledger and service certificate.

(N.P. IV./104/21.)

\* \* \* \* \*

ARTICLE 1568.

\* \* \* \* \*

**4. Marine Servants and Officers' Stewards and Cooks.**—All Marines employed as servants to Naval or Marine officers, and all men and boys of the Officers' Steward or Cook class, are to have the mess or individual officer for whose service they are borne noted against their names on the ledger.

(N.P. 3152/15.)

**1569. Persons on Passage.**—Persons borne for passage from one ship to another are to be entered on List 17 of the Ledger of the ship conveying them, for the purpose of showing the dates of victualling, and of noting any charges incurred during passage. All such charges are to be shown in the proper columns of the ledger and the total of the charges incurred by each person is to be shown as a debt against the name on the original transfer list or pay ticket, which is to accompany them to the ship to which they are ultimately discharged. The dates, with the fact of their having being victualled during the passage, are also to be noted, both on the transfer list, or pay ticket, and in the "date" and "lent" columns of the victualling section of the ledger of the ship to which they are discharged, as laid down in Article 1573.

(A.G. 10A/20.)

**2. Ships specially detailed for conveying Relief Crews.**—Supernumeraries in ships specially detailed for conveying relief crews are to be dealt with as follows:—

(a) When proceeding to England from foreign stations they are to be borne for pay on the ledger of the ship conveying them. On arrival at home, any balance of wages and naval savings bank money, and any advance of pay and leave allowance under Article 1607, Clause 7, to which they may be entitled, are to be paid to them before their discharge.

(b) When they are proceeding abroad the procedure laid down in Clause 1 is to be followed, provided the outward passage will not occupy more than a fortnight. If the duration of the passage exceeds a fortnight, the supernumeraries are to be dealt with as provided in Sub-clause (a).

(N.P. IV./1783/20.)

**1570. Accounts of persons lent.**—The account of a person lent from one ship to another to do duty, should normally be closed. The details of his pay and victualling for the period are to be shown in the ledger of the ship to which he is lent. His name is, however, to continue open at his number in the ship to which he belongs, with a notation in the victualling column of his being so lent, all particulars with regard to his pay during his absence being omitted.

1a. The above rule is not to apply:—

(a) When the person lent can continue to receive his pay from the ship to which he belongs;

(b) When the lending and receiving ships are within easy communication and the probable period of absence is short or other circumstances render it desirable;

but in such circumstances the person lent should be borne on List 17 of the ship to which lent and remain borne for pay on the ledger of the lending ship. The latter may communicate amounts of "Fortnightly or monthly advances," "Quarterly Balance," or other sums due, and these may be paid as advances of



pay in the ship to which lent and promptly transferred as "charges" to the lending ship on the man's discharge. (N.P. IV./1724/21.)

\* \* \* \* \*

### ARTICLE 1571.

\* \* \* \* \*

2        |        In the event of the death of any officer or man, whilst absent on special service, a return on form S. 544 should be forwarded to the Registrar-General of Births, Deaths and Marriages as is required by Article 1857 when a death occurs on board.

(N.P. II./2301/22.)

**1578. Allotments.**—Abatements on account of weekly allotments, designated "W," are to be shown in quarterly sums on the ship's ledger in the column provided, the abatement in each case being determined by the number of Thursdays on which the allottor is both allotting and borne on the books of the ship during that quarter. Abatements on account of monthly allotments are also to be shown in quarterly sums and are to be distinguished by the letter "M" one instalment being calculated, except in D.D. cases, for the 15th of each month the officer or man is borne. Red ink may also be used for distinguishing purposes, but on no account must the letters "M" or "W" be omitted.

For Royal Marines borne on shore strength the charges in respect of allotments will be raised on the divisional and depôt pay lists, home base ledgers, or other pay lists on which the marines are borne for pay.

2. The quarterly abatements on account of weekly and monthly allotments, including those concurrent for one allottor, are to be kept distinct in the body of the ledger, but should be amalgamated in one total at the foot of the allotment columns and also in the ledger abstract, care being taken to render in a separate total and in red ink any arrears which it may be found necessary to charge or which may be notified by the Admiralty. Such arrears should be shown in the "Allotments" column of the ledger and not under the heading of "Miscellaneous Charges." Credit authorised on account of allotment overcharges should be distinguished as such, and should appear in the "Miscellaneous Credits" column. See 1588 (*Hospital Allotments*).

3. When an allottor enters during the period of a ledger, the date from which charges commence should be clearly shown.

4. Charges for allotments of D.D. men, which are being paid weekly, should cease on the last Thursday on which the man is borne, and charges for allotments of D.D. officers and men which are being paid monthly, at the end of the month preceding that in which death occurred.

5. When effecting payments of wages to allottors or closing accounts on discharge, care is to be taken that all necessary charges for allotment have been taken into account.

6. Allotments of Officers and men transferred to another ship or depôt should be dealt with as directed in Article 1598.

(N.P. II./573/21.)

**1579. Cancelled.**

(N.P. II./573/21.)

**1584. Wages, when to be Balanced.**—The wages of persons who die, desert, or are discharged are to be finally balanced; the wages of all other persons are to be balanced whenever the ledger may be closed, and the balances, debtor or creditor, are to be transferred to the next account or ship.

The final balances of deserters are to be treated as follows :—

Balance Creditor. As for a balance creditor transferred, with the word "forfeited" written against it in red ink.

Balance Debtor. To be carried to the remarks column and noted in red ink, as a "Balance Irrecoverable," and separately totalled in the abstract. (A.G. 10A/20.)

\* \* \* \* \*

**1586. Discharges and Transfers.**—The pay and victualling of Officers, seamen, or others, transferred from ship to ship, or discharged to hospital, are to be claimed in the ledger of the ship from which the removal takes place, provided it occur after the hour of noon; but should it take place at or before noon, the pay and victualling shall be accounted for in the ship or hospital to which the transfer or discharge is effected. See 1617 and 1682 (k) (*Pay and victualling of men on paying off*).

(N.P. 221/14.)

**1589. Documents to accompany Ledger.**—The following documents are to accompany the ledger when sent into office :—

- Transfer lists and pay tickets.
- Office victualling and check sheets.
- Sub-vouchers in support of credits of extra pay, &c.
- Wills executed during the period of the ledger;

and all other orders and correspondence relative to questions of pay and victualling which are dealt with in each ledger (see 1425, *Certificate of Continuous Treatment of Sick*) with the exception of documents authorising the victualling of non-naval persons which are to be forwarded into office with the victualling store accounts. Where persons have belonged to merchant ships, the names of such ships are to be specified in the ledger.

(E. 419/21.)

# ARTICLE 1591.

\* \* \* \* \*

**2. Abroad.**—The sea pay and any amounts due in respect of extra pay, compensation, lodging, and kindred allowances of officers and their coxswains or servants, and of Naval Schoolmasters, borne on the books of ships abroad for service in a naval establishment on shore, are to be paid by the Accountant Officer of the establishment.

Petty officers, seamen, and marines similarly borne in stationary ships abroad are to be credited with their pay and any amounts due in respect of extra pay, compensation, lodging and kindred allowances by the Accountant Officer of those ships on the ledger: the classification, where necessary, being obtained from the Accountant Officer of the shore establishment.

Petty officers, seamen and marines borne for service at any shore establishment where there is no stationary ship, are to be paid by the Accountant Officer of the naval dépôt on shore and dealt with generally, as provided in the preceding paragraph.

Members of the sick berth staff, serving in naval hospitals are to be credited with the amounts on the hospital ledger, and payment made by the Accountant Officer of the establishment.

Credits of extra pay, compensation, lodging and kindred allowances are to be supported by sub-vouchers (Forms S. 9 and S. 14), which are to accompany the ledger into office.

The pay of officers while on passage is to be charged to the establishment vote, but the wages of petty officers, seamen and marines while on passage are to be charged to Vote 1.

(A.G. 10A/20.)

\* \* \* \* \*

**5. Supernumeraries.**—Officers or others borne as supernumeraries on the books of His Majesty's ships for special duties, who are not attached to naval establishments on shore, but whose pay and allowances are provided in votes other than Vote 1, are to be paid by the Accountant Officer of the ship in which they are borne.

(A.G. 10A/20.)

## SECTION III. REGISTER OF SERVICES, AND MONTHLY RETURNS.

**1593. Entries, Re-Entries, &c.**—A return (Form S. 52) is to be transmitted to the Accountant-General weekly on each Monday in respect of the preceding week by Royal Naval Depôts and Boys' and Youths' Training Establishments, and on the first day of each month in respect of the preceding calendar month by H.M. Ships and other Establishments, for record in the Admiralty register of services, of all men and boys who have engaged for continuous or special service, or

re-engaged for the former during the period covered by the return, and of all non-continuous service men and boys who have entered or re-entered the Service during the same period.

(N.P. II./1597/22.)

\* \* \* \* \*

5. The assignment of official numbers to special service men, the conditions of whose service differ from those of entries for continuous service and non-continuous service, is as follows :—

<i>Class.</i>	<i>Official Number.</i>
Special Service Seamen . . .	S.S. 1, S.S. 2, &c., &c.
Special Service Stokers . . .	S.S. 100,001, S.S. 100,002, &c.

(N.P. II./1597/22.)

\* \* \* \* \*

**1595. Reports of Movements.**—A return (Form S. 165) provides for the report to the Accountant-General of the movements within the Service of every description of rating belonging to the Navy and Marines with a view to obtaining up-to-date information as to men's whereabouts. A separate form is to be rendered for each individual movement. All ships and establishments are to report on this form as they occur the movements of all classes of ratings borne on ship's books for pay or victuals only, including discharges to hospitals, hospital ship, sick ashore, prison or detention quarters, passage, special service on shore, absence without leave, or absence with leave on ship sailing, but excluding first entries, and re-entries from and discharges to shore, desertions and deaths.

2. A Form S. 165 is to be rendered for every man whenever a ship commissions, re-commissions or pays off, except when there is no interval between paying-off and recommissioning, in which event Form S. 165 is required only for actual entries from and discharges to other ships and establishments taking place at the time.

When a ship commissions or re-commissions at a home port, the Forms S. 165 reporting draftings from Dépôt are to be sent to the ship concerned, instead of to the Accountant-General. When the men have *actually* joined, these forms are to be stamped with the ship's date stamp and forwarded to the Accountant-General before the ship leaves the home port.

Similarly, when a ship pays off at a home port, the forms in respect of discharges to Dépôt are to be sent to the Dépôt for stamping and transmission to the Accountant-General when the men have been entered on Dépôt books.

(N.P. II./3570/23.)

3. This return is the source from which the Accountant-General is enabled to answer enquiries of relatives, &c., as to the whereabouts of a man and is also of vital importance in dealing with casualties in the event of the loss of a vessel. Arrangements should therefore be made in all ships and establishments where men are borne to ensure that a form is despatched to the Accountant-General without delay in the circumstances provided.

4. Ships employed on trooping trips need not render Form S. 165.

(N.P. II./2301/22.)

**1597. Allotment Extracts.**—To assist the audit in office of allotment charges, and adjustments (excluding allotments ashore of Royal Marines), extracts of the allotment details shown in the ledgers are to be prepared quarterly and forwarded to the Accountant-General of the Navy (Branch 18B). Extracts are not required for the Coastguard.

2. General instructions for rendering these extracts are given on Forms S. 41b, but the following additional instructions should be noted :—

(a) It is most important that the extracts should be accurately rendered.

(b) Daily rates of pay and ledger allowances need not be shown in the extracts, but the rank or rating of each individual borne should be given, and where the rate of qualifying allotment is altered (*see* Appendix III., Part IIC., Scale C.) in consequence of advancement or disrating, the date of the advancement or disrating is also to be given.

(c) To effect a saving of time in preparation, the index may be reproduced by carbon process when the ledger index is being prepared.

(d) The extracts are to be forwarded as soon as it is known that no further transactions affecting allotments are likely to occur, and should not be

retained in the ship merely in order that they may be sent into office with the ledger.

Dépôts should prepare the extracts so as to coincide with the various sections of the ledger, and transmit them in batches corresponding with the divisions of the dépôt.

(e) It is unnecessary to retain a copy of the extract on board ship or at the establishments.

(N.P. II./573/21.)

#### SECTION IV. TRANSFER LISTS.

**1598. Preparation, &c.**—When Officers or other persons are transferred to other ship or establishment, a transfer list for each ship (Form S. 45) is to be prepared by the Accountant Officer, verified by the ledger and duly signed. All particulars required by the form are to be completed, and all necessary particulars to the leave of persons who may be transferred while on leave, and of persons in hospital (e.g., when sent sick, &c.) are also to be noted. When men are sent home on discharge from the Service, a note is to be inserted on the transfer list stating the cause of discharge. See 1358 (*Pay on Passage*).

Erasures are not to be made on transfer lists. Any alterations made in rates of pay or allotment, in balances, or in cease pay dates are to be effected by ruling through the erroneous figures and inserting the correct ones above them. All such alterations are to be initialled by the Accountant Officer responsible for the preparation of the transfer list. Material alterations should be attested by the Accountant Officer's signature.

In order to prevent tampering, the particulars of amounts shown on the lists should occupy the entire width of the appropriate columns and should be written in such a way as to make alterations practically impossible. (See also Clause 4.)

**2. Despatch of Transfer Lists.**—Transfer lists are to be sent with the party or individual to whom they relate, i.e., for a party they are to be sent in the custody of the officer or petty officer in charge; for individuals the form is to be entrusted to the individual himself. This instruction is only to apply to individuals or parties proceeding direct to the ship or establishment to which they are being transferred for pay purposes. For person who are granted leave before joining such ship or establishment the transfer lists are to be forwarded by post. Similarly, for persons drafted to tenders, the transfer lists are to be sent to the parent ship direct by post.

If it is not possible to send complete transfer lists, nominal transfer lists are to accompany the draft or individual showing names, ratings, official numbers, rates of pay and allotment, and indicating whether the person concerned is likely to be indebted to any extent in debt to the Crown. Particulars as to classes for leave and conduct, and the date to which virtualled, are also to be inserted on the nominal transfer list. Complete transfer lists are to be forwarded at the earliest possible moment. Papers for ships on foreign service which do not accompany the draft are to be sent to the Admiralty for transmission. (See 1841, Clauses 2, 3 and 4.)

**2a. Action on Receipt of Transfer Lists.**—The transfer list is to be completed on board the ship to which the officers and men are transferred, by the insertion of the lists and numbers at which they are entered. If the Accountant Officer of the ship to which they have been transferred is not satisfied as to the accuracy of the dates or other particulars shown on the transfer list, or should he suspect that the transfer list has been tampered with, he is immediately to take such steps as may be requisite to verify the particulars shown and to adjust any discrepancy.

**3. Single Transfer Lists.**—For persons discharged to general dépôts and to Port Edgar destroyer base a separate transfer list is to be used for each individual. Whenever a transfer list is made out for a single individual who is going to take it with him the total balance creditor or debtor is to be written in words on the transfer list.

**3a. Marines.**—When marines are discharged from headquarters and embarked, a separate transfer list for each ship or establishment, duly completed in all particulars, is to be sent with them, and when they are discharged from ships to headquarters, separate transfer lists are to be made out for each division; these transfer lists are to be forwarded to the Commandants of the respective divisions with the men.

4. **Disposal.**—The transfer lists are to be transmitted to the Admiralty with the next quarterly ledger of the ship to which they are transferred.

5. **Addresses of Officers on Leave.**—When officers are discharged to a general depôt or other ship for any purpose and are granted leave without joining such general depôt or other ship, their addresses are to be noted on their transfer lists.

6. **Small Parties proceeding to or returning from Abroad in Time of War.**—A separate transfer list is to be made out for each person discharged in war time for passage to a foreign station or for passage to England and handed to the individual concerned before sailing. This instruction applies only to small parties, and not to drafts proceeding as part of the crew of one of His Majesty's ships. See 1569 (*Persons borne for Passage*).

(N.P. IV/1167/20.)

7. **Allotments: Transfer to another Ship, Depôt or Establishment:—**

(a) *Of Allotments.*—On the transfer of an allottee to another ship or depôt his allotment is to be shown on the transfer list with the designation "M" or "W," together with the month, or the last Thursday, to which ledger charges have been made, according as the allotment is monthly or weekly. If an officer or man has more than one allotment in force (weekly and/or monthly) special care will need to be taken in the insertion of particulars on the transfer list.

(b) *Of Non-allotments.*—For an officer or man who does not allot, the word "nil" is to be entered in the allotment column of the transfer list. In the absence of this notation, or of particulars of a weekly or monthly allotment, immediate reference is to be made by the receiving ship to the ship making the transfer.

(c) *To Detention or Imprisonment.*—The allotments of men sentenced to detention are to be reduced, or stopped if necessary, prior to the transfer of the men's accounts. See 1618, Clause 3 (f).

(d) *To Admiralty.*—On an officer's appointment to the Admiralty, whether he continues to be borne on ship's books or not, any allotment that he had in force ceases automatically and he is required to make his own arrangements. The usual stop form is, however, to be rendered.

(N.P. II./573/21.)

(e) *To Royal Australian Navy, New Zealand or other Colonial Naval Forces.*—In order to provide that officers and ratings transferred on loan to the Royal Australian Navy, or to the New Zealand or other Colonial Naval Forces shall have an opportunity to revise their contributions to their dependants on being placed on the new rates of pay, and in order to avoid hardship through a break in the continuity of payment to the dependants by reason of the transfer, the allotment (and any allowances in force in respect of ratings) at the time of transfer will not necessarily be discontinued, and any adjustments or stoppages should be left for arrangement between the Accountant-General and the Colonial Government.

The allotments of all officers and ratings selected for service in the Royal Australian Navy or in the New Zealand or other Colonial Naval Forces should not therefore be regarded as stopped on transfer, but particulars of the allotment should be shown on the transfer list in a similar manner to transfer in the Royal Navy.

(f) *To other Services paying Allotments.*—Similarly the allotments of officers and men transferred to another service should be notified to that Service on transfer. Stop notices, however, should invariably be rendered to the Accountant-General of the Navy, in order that action may be taken to stop payment from the Admiralty.

(N.P. II./1624/22.)

SECTION V. PAY TICKETS.

ARTICLE 1599.

\* \* \* \* \*

3. Form S. 48 is to be made out whenever an officer is discharged to unemployed, half, or retired pay, or full pay leave (Article 1398) or full pay sick leave

Article 1396). If an officer is discharged from a ship at home, the date of commencement of his current leave year (Article 1398) and the number of days' leave taken by him within the appointment since that date are to be shown.

5. **Notation of Allotment.**—When an officer or man is provided with a pay ticket upon any occasion, the rate of allotment is to be noted on it.

(N.P. II./573/21.)

#### ARTICLE 1600.

2. **Invalids from Abroad.**—When a man or boy sent home sick from abroad received into a home hospital, he is to be entered for pay in the ledger of the general depôt at the port from the date following the date of discharge, for pay on his own ship shown on his pay ticket. The balance, creditor or debtor, and charges shown on the pay-ticket are to be duly transferred to the man's account in the ledger.

(N.P. IV./104/21.)

1601. **When not Required.**—When an officer or man is sent to hospital from any ship at home, or from a stationary ship abroad, a pay ticket is not to accompany him, but the sick voucher only (Form S. 47), the information required by the form, including a list of effects, being correctly and carefully filled in. The name and address of the patient's nearest relative or friend should also be noted on the form. A pay ticket need not be made out for officers of ranks up to and including Sub-lieutenant, warrant officers and officers promoted therefrom for long and zealous service or for gallantry, or supplementary officers sent home from abroad to be discharged direct to a depôt, or gunnery, &c., school provided the necessary particulars regarding them are entered on Form S. 48.

2. The account of an officer or man sent to a hospital from a ship at home or a stationary ship abroad is to be kept open, whether he remain in hospital beyond the quarter in which he was sent or not, and the Accountant Officer is to make the necessary abatements for allotments, hospital stoppages and other charges on the ledger.

3. A pay ticket is only to be made out:—

(a) For such officer or man abroad, on information being received from the principal Medical Officer, of the death, or invaliding of the Patient; or

(b) for an officer at home, on the expiration of 42 days from the date on which he was checked sick provided that his ship shall remain for so long in commission, or on his supersession, whichever is the later date. (See 1396.)

The pay ticket made out for an officer or man abroad is to be forwarded to the hospital, and that for an officer at home to the Accountant-General.

When men are invalided at a home hospital, a pay list (Form B. 38) may be used for reporting to the hospital the amounts due to the men, and the documents from the hospital giving the date of invaliding must be sent into Office with the ship's ledger.

(N.P. IV./104/21.)

#### SECTION VI. PAYMENTS.

##### General.

#### ARTICLE 1602.

2. **Responsibilities of Accountant Officer.**—The Accountant Officer, under the Captain, is specially charged with the duty of making these payments and of keeping the requisite accounts. He only, or such junior Accountant Officer as he may, where necessary, entrust with the duty, is authorised to issue money from the public

chest for such payments and to receive for return to the public chest such monies as may for any reason not have been paid. Where possible all payments are to be made by him personally or by an officer under his personal direction, and he is responsible for the correctness of all credits of pay, extra pay, and allowances for all deductions and calculations, and for all forfeitures of pay and allowances awarded under the Naval Discipline Act being duly carried out. Further, the responsibility for the correctness of the award of additional pay upon the advancement or reinstatement of a rating, rests with the Accountant Officer, whose duty it is to check all alterations in rating, &c., authorised by the Commanding officer, by which the pay of a man is directly affected.

(N. 37019/19.)

\* \* \* \* \*

**4. Officer witnessing.**—The general and miss-muster payments are to be made in the presence of the Captain, or, should that not be practicable, in the presence of an officer not below the rank of Lieutenant, who is to satisfy himself that complaints and inquiries of every description are investigated and settled forthwith unless for any reason reference to higher authority is necessary. If possible both payments should be witnessed by the same officer.

Except to the extent indicated in Clauses 6 and 8 of this Article, officers of the accountant staff are not eligible to act as witnesses.

**Regulating Branch.**—The regulating ratings of the ship are to be in attendance.

(E. 3817/22.)

\* \* \* \* \*

**6. Calling names and amounts.**—Where an Assistant Paymaster, Warrant Writer or Clerk is borne, and is on board at the time of payment, the names of the men and the amounts payable are to be called out by him. He will insert a tick against the amounts paid at the general and miss-muster payments, using different coloured pencils to distinguish those payments. Amounts not paid either at the general or miss-muster payments are to be lined through by him in ink, the totals on the ledger being correspondingly altered and the amounts entered under "Deductions" in the coin book.

Where no Assistant Paymaster, Warrant Writer or Clerk is on board when the payments are made, the foregoing duties may be discharged by a Writer, a statement of the reason for employing a Writer being furnished on the certificate of payment (Form S. 17).

**7. When the miss-muster payment is ended :—**

(a) The corrected totals of the ledger or weekly pay list are to be abstracted and the coin book is to be closed and signed by the Accountant Officer, who will satisfy himself that the total amount shown as paid by these documents agrees with the amount which he has paid out of the public chest; and

(b) A certificate on Form S. 17 of the amount paid at the general and miss-muster payments is to be prepared and signed by the Accountant Officer, by the officer or officers who witnessed the payments, and by the Assistant Paymaster, Warrant Writer, Clerk or Writer who called out the men's names and amounts at the pay table.

**8. Signatures of Witnessing Officer, &c.**—The signature of the witnessing officer on Form S. 17 will be taken as certifying that the ship's company and supernumeraries were duly mustered and paid, and that all complaints and enquiries were investigated in his presence; and the signature of the Assistant Paymaster, Warrant Writer, Clerk or Writer will be taken as certifying that any amounts not paid have been lined through on the ledger or weekly pay list; that, these amounts excepted, the sums appearing on the ledger or weekly pay list were paid to the men against whose names they are entered; and that the amounts shown as paid have been totalled and abstracted.

(C.W. 8614/12.)

\* \* \* \* \*

**1604. Payments to Boys.**—Money balances, standing to the credit of boys drafted from the training ships to depôts or stationary ships, are not to be paid to them either as advances or at the quarterly settlements in such ships, but are to be transferred from ledger to ledger until the boys reach a sea-going ship.

This direction is not intended, however, to be construed as preventing issues of anything, and any charges which may be deemed necessary. Return fares when exceeding on long leave may, when necessary, be charged against these money  
ances. (N. 10416/22.)

**1606.** Any officer or other person sent home, or awaiting passage home, from a foreign station, for the disposal of the Admiralty on account of misconduct, is to be victualled in the manner prescribed in Article 1682, clause (h). See 1358 and 1359 (Pay on Passage). (N.L. 6239/22.)

\* \* \* \* \*

*In Advance.*

**1607. Advance on Appointment.**—Flag Officers, when appointed from half pay, may on application to the Accountant-General receive as advance of full pay and table allowance a sum equal to three monthly payments, clause (h). See 1358 and 1359 (Pay on Passage).

**2.** Flag Officers appointed from home service to foreign service may receive from the Accountant Officer of the ship from which they are appointed, as advance of full pay and table allowance, a sum equal to three monthly payments.

**3.** Other naval officers appointed upon first entry, or from half pay, or from the shore, to ships at home or abroad, may be paid three months' advance of pay, either by the Accountant Officer of the ship to which they are appointed or by the Accountant-General.

**4.** Officers appointed from a ship at home, or from unemployed pay at the full pay or intermediate rate, for service on, or to a ship fitting for, a foreign station, may be paid a similar advance either by the Accountant Officer of the ship from which they are appointed or by the Accountant-General.

**5.** Officers appointed to a ship at home from unemployed pay at the intermediate rate may be paid two months' advance of pay either by the Accountant Officer of the ship to which they are appointed or by the Accountant-General.

**6.** Officers appointed for transport service will, however, be allowed an advance of only one month's pay.

**7.** Officers granted leave to study abroad under Article 340 may similarly be paid one month's advance of pay if the period of study granted exceeds three months, but does not exceed twelve months, or two months' advance of pay if the period of study granted is over twelve months.

**8.** The advance will be the net amount arrived at after deduction of Income Tax and of any allotment in force.

**9. Royal Marine Officers.**—Officers of the Royal Marines, whether borne ashore or afloat, may, in like circumstances, be paid similar advances.

**10. Men going abroad.**—When a ship is commissioned for foreign or immediate sea service, petty officers, seamen, marines, and others may be allowed one month's payment, as an advance, before the ship proceeds to sea, though not actually due. See 1610 (Payments of Balances of Pay).

**11. Pensioners.**—Seamen and marine pensioners, when called out by Royal Proclamation, may be allowed, if they desire it, an advance of one month's wages, at the rates laid down in Appendix III, Part IIA, in addition to any advance sanctioned by clause 10 of this Article.

**12.** If the clause (h). man allots, the amount of his allotment is to be deducted from the advance.

**13. Men going on Leave at Home.**—Petty officers, seamen and boys who are granted not less than seven days' leave while serving in ships at home, if not in debt, may be advanced before going on leave a sum consisting of their full leave allowance for the period of leave plus five-sevenths of their accruing pay (regard being given to current charges), in addition to any balance of wages due on the



date of proceeding on leave. Others are to be paid in advance *not less than* the full amount of leave allowance payable for the period of leave. Similar advances may be made to marines who are to return to the Service afloat on the expiration of their leave.

These advances are also payable to naval ratings granted leave from ship (including ships from Foreign Stations) paying off in England, but not to marines who are disembarked to Headquarters.

14. All mess debts on board and the allowances due to servants under Article 1179 are to be defrayed out of payments thus made, except in Naval Shore Establishments at Home, where they may be settled by cheque.

(N.P. I./1597/22.)

**1608. Officers on Full Pay Leave.**—No advance or payment on account to an officer borne for full pay leave under Article 1398 is to be made by the Accountant Officer of the general dépôt on the books of which he is nominally borne. The amount due will be paid by the Accountant General when the officer's leave expires.

When, however, the full pay leave extends over a month or several months, an officer may, on application to the Accountant-General, be granted monthly payments on account. The first payment, however, will not be made until after the expiration of a month's leave.

**2. On Full Pay Sick Leave.**—Naval officers who have been granted full pay sick leave (Article 1396, clauses 2 and 3), may be paid, on application to the Accountant-General, monthly payments on account. The first payment, however, will not be made until after the expiration of a month from the date of being sent sick, or in the case of foreign invalids, of arrival in England. Subsequent payments will be made at monthly intervals. The final payment will be made by the Accountant-General on the expiration of the full pay sick leave.

(N.P. I./1597/22.)

*On Account.*

**1609. Monthly.**—Officers of the Navy and of the Royal Marines may be paid \_\_\_\_\_ for the first and second months of each quarter, sums on account of pay, &c., already accrued, not exceeding, in each case, one-third (to the nearest 1*l.* below) of the net amount of full pay and allowances due for the quarter after deduction of Income Tax, allotments, and any other charges. All mess debts on board and the allowances due to servants under Article 1179 are to be defrayed out of payments thus made, except in Naval Shore Establishments at Home, where they may be settled by cheque.

\* \* \* \* \*

4. \_\_\_\_\_ The scale of payments to seamen and others is based on the principle of allowing them the full amount of their wages and allowances, after the deduction of a margin to cover charges for clothing, &c., \_\_\_\_\_

(N.P. I./1597/22.)

\* \* \* \* \*

**8a. When pay documents are not available.**—Payments on account of full pay are not to be made to officers and men for whom pay documents are not available unless in very exceptional circumstances, and then only under the following conditions:—

(a) The payment is not to exceed the amount that will suffice for the immediate reasonable necessities of the officer or man, and

(b) The Accountant Officer is to satisfy himself so far as is practicable that the payment does not exceed the amount of the pay and allowances likely to be due after allowing for the necessary deductions in respect of allotment, income tax, &c., and is at once to communicate the facts to the Accountant Officer of the ship on whose books the officer or man is borne, in order that the advance may be charged against his account without delay.

When pay documents should have been received for the officer or man, immediate action is to be taken to obtain them as directed in Article 1841, Clause 4.

(N.P. I./4580/21.)

\* \* \* \* \*

11. *Cancelled.*

(N.P. 532/19.)

\* \* \* \* \*

*Quarterly Settlements.*

**ARTICLE 1611.**

\* \* \* \* \*

4. *Cancelled.*

(A.G. /14.)

\* \* \* \* \*

**SECTION VII. SETTLEMENTS ON DISCHARGE.**

**1612. Transfer to another Ship.**—When officers, seamen, marines, and boys are transferred from one ship to another, their accounts in the ledger are to be closed, and they are to be informed of the result. The credit balances are not to be paid to them, but are to be transferred to the ledger of their new ship. The accounts of marines disembarked during a ship's commission are to be dealt with in the same manner, their balances being transferred to headquarters. In order to enable the Accountant Officer properly to close the accounts of persons ordered to be discharged, any clothing which may be required is to be issued, and the day and hour at which the discharge is to take place is to be fixed, when practicable, some time on the day previous; no alteration is to be permitted, unless absolutely required by the exigencies of the Service.

(N.P. 221/14.)

\* \* \* \* \*

**ARTICLE 1614.**

\* \* \* \* \*

**3. Officers discharged the Service.**—The residue of pay of officers discharged from the Service or to the Emergency List and of those against whom there are liabilities, is to be left for settlement by the Accountant-General, to whom the necessary documents should be forwarded.

**3a. Officers Discharged to Retired Pay or Pension.**—Officers who may revert or be discharged to retired pay or pension while serving in Home Waters are to be paid by the Accountant Officer in full to the date of their ceasing duty, a pay ticket on Form S. 48, showing the date to which they have been paid, being forwarded to the Accountant-General of the Navy immediately after their discharge.

The residue of pay of officers discharged abroad to retired pay or pension will be settled by the Accountant-General except when dealt with under Clause 4 of this Article.

(N.P. 6358/15.)

\* \* \* \* \*

**ARTICLE 1616.**

\* \* \* \* \*

**3. When a man is to undergo his sentence either in a naval or civil prison or military detention barrack at home and will be discharged thence to civil life, his Service Certificate is to be forwarded to the Accountant-General for retention until the man has been discharged to his home, but the balance of wages due is to be delivered into the custody of the Governor or Commandant of the establishment in order that the wages may be handed to the man on his release. The transaction is to be treated as a payment of wages and entered in the proper columns of the ledger in the ordinary course. See also 1505 (*Travelling warrants and subsistence allowance*).**

(N.L. 15402/13.)

## SECTION VIII. PAYING OFF.

## ARTICLE 1617.

\* \* \* \* \*

2. As soon as notice is received of the date fixed for putting the ship out of commission, all charges and deductions are to be inserted in the proper column of the ledger and the wages are to be cast up to and including the day of paying off. The final amounts due, including any advances under Article 1607, Clause 7, to men (except marines) who will be discharged to long leave, are to be ascertained and inserted by the Accountant Officer, and the ledger closed for payment.

(N.P. 221/14.)

\* \* \* \* \*

7. **Completion of Ledger.**—As soon as possible after the payment, every column and table of the ledger is to be completed, the dates on which and the ships or places to which the men are discharged being inserted; and the ledger is then to be sent into office, accompanied by the usual documents. Characters are to be inserted only when they have at the same time to be recorded on the men's certificates under Article 829, Clause 4.

(N.L. 4614/20.)

## SECTION IX. NAVY ALLOTMENTS—OFFICERS AND MEN.

1617a. In providing the system of navy allotments the Admiralty are acting as the agents of officers and men without consideration, and, while every endeavour will be made to carry out the wishes of allotors, it must be clearly understood by all concerned that no responsibility can be accepted for any errors of omission or commission in making the payments on their behalf, or by failure to make the correct charges against their pay.

(N.P. II./573/21.)

**1618. General Regulations :—****1. Authorities for Issuing Payment and Method of Forwarding Documents.—**

The allotments of non-commissioned officers and men of the Royal Marines, whether serving ashore or afloat, are issued by Commandants of the Royal Marine Divisions. Declarations or requests for stoppage or suspension of the allotments of these members of the Royal Marines should be forwarded direct to the respective marine divisions (Forms S.63a, S. 63c, S. 54a, S. 54c, and S. 54d).

The allotments of all officers, and of petty officers, seamen and boys of the Royal Navy and Reserve Forces, are issued by the Accountant-General of the Navy.

Communications regarding the declaration, suspension or stoppage of these allotments should accordingly be sent to the Accountant-General of the Navy (except as specified at (iv) below), and in order that they may be dealt with as rapidly as possible.

(i) Forms S. 63, &c. (declarations) should be forwarded in duplicate separately from any other communications.

(ii) Forms S. 54, &c. (stoppages), should also be forwarded in duplicate separately from any other communications.

(iii) The envelopes in which the forms are enclosed should be marked in the bottom left-hand corner "Declarations" or "Stops" (which will cover suspensions).

(iv) At certain places abroad (*see* Article 1620, Clause 1) the "declarations," "stop forms," &c., are to be forwarded in duplicate direct to the Local Paying Officer concerned.

(N.P. II./1624/22.)

2. **Support of Men's Wives and Families.**—The Captain and officers are to use their influence with the men to encourage them to make due provision for the support of their wives and families by allotting portions of their wages or by remitting money. Facilities should be afforded for the declaration of allotments at any period of service, but where they have been made in favour of wives,

allies, or near relations, men should be discouraged from stopping them, unless Captain be satisfied of the validity of their reasons for discontinuing payment. All new entries are to be questioned as to whether they desire to allot. It must not be too clearly realised how essential it is that every facility should be afforded to them to declare allotments at the earliest possible opportunity after entry, since delay in the matter keeps the man's wife or other dependant without support which he or she needs and has been accustomed to receive from him.

### 3. Declaration of Allotments :—

(a) **Maximum Rates.**—Allotments of full pay and allowances may be made :—

(i) By officers, not exceeding a maximum equal to 20s. less than the authorised monthly payment on account to officers who do not allot. See Article 1609.

(ii) By other ranks and ratings and by reservists under training, at any rate not exceeding five-sevenths of their weekly or monthly emoluments when the daily rate of pay and allowances is below 2s. 6d., or six-sevenths of their emoluments, when the daily rate is 2s. 6d. or over (in even sixpences if a weekly allotment \_\_\_\_\_), less a sufficient allowance to cover such proportion of income tax as may be payable. Kit upkeep allowance should be excluded in calculating emoluments for this purpose.

(N.P. II./3181/23.)

(b) **To whom to be made.**—Officers on full pay may allot in favour of any persons other than moneylenders. Petty Officers, seamen and marines may similarly allot to any persons other than moneylenders, except that, in view of the facilities provided for investment in the naval savings bank, allotments to the post office savings bank or similar government institutions are not permitted. Boys, if they keep their clothes complete and in proper order, may allot to their fathers or mothers, or to cashiers of dockyards for investment in the naval savings banks, or to approved guardians. Where a boy has no allotment in force to his family, he should be pressed to make a regular monthly allotment to the naval savings bank, or other savings investment.

(N.P. II./1624/22.)

(c) **How to be made and when to be forwarded.**—Declarations of allotments whether commenced, increased or reduced, are to be forwarded on Form S. 63 or variants in accordance with the instructions thereon. Declarations of weekly allotments are to be forwarded on Forms S. 63 and S. 63A as declared, and declarations of monthly allotments on Forms S. 63B and S. 63C monthly.

(d) **Commencement and Rate.**—The date of the commencement of an allotment and the rate, are always to be determined on board, and both are to be clearly noted in the declaration lists and ledger.

(i) **New Monthly Allotments** (Forms S. 63B and S. 63C) may be declared to commence from the first day of a month for payment on the last working day thereof, and monthly thereafter. Such allotments are payable for complete months only. Promotions to warrant rank involving the change from weekly to monthly payment necessitate a fresh allotment declaration at a monthly rate. Officers and men should be clearly informed on these points.

(ii) **New Weekly Allotments** may be declared to commence on any Thursday, except as indicated below, and charges are to commence on that Thursday. The date of commencement is to be shown in the declaration (Forms S. 63 and S. 63A). For first entries, should the entry take place on a Thursday, Friday or Saturday, the allotment may be declared if desired as from the Thursday following; but if the entry takes place on any other day of the week, the allotment can only be declared from the second Thursday after entry. Boys may declare allotments as soon after joining as they have a sufficient balance to meet the first payment. In cases where it is desired to effect a transfer from one person to another from the date to which the allotment may have been paid to the former nominee, the words "payment continuous," provided the rate remains unaltered, should be

inserted, instead of the commencing date. The minimum rates necessary to qualify for the award of marriage allowance are shown in Appendix III, Part IIC., Scale C.

(iii) *Allotments Increased, Reduced or Transferred.*—Whenever it is desired that allotments should be increased, reduced or transferred, the allotment charge at the original rate should be calculated up to such a date as will allow the communication to reach the Accountant-General, or Commandant of Royal Marines, in time for him to make the necessary alterations.

(iv) *Increase of Allotments on Change of Rank or Rating.*—A man, in respect of whom marriage allowance is in course of payment, will be held responsible for increasing his allotment to the minimum qualifying for the continuance of the allowance, should a change of rating or rank occur necessitating this action. See 1627 (3)a.

(N.P. II./1624/22.)

(e) *Age of Allottees.*—Allotments are not to be made payable to persons under 18 years of age. Should the allotments be intended for the benefit of persons below that age, they must be made payable to some adult person as a trustee.

(f) *Men in Debt, awaiting trial, or sentenced to detention, imprisonment or dismissal.*—The rates at which, and the persons to whom *men* may be permitted to allot in such circumstances are set out in Appendix III., Part IIE. The following general regulations are, however, to be observed.

(i) Officers in debt to the Crown or in debt for mess expenses are not to be allowed to allot.

(ii) Men are not to be permitted to incur debts to such an extent as to render it necessary that an allotment to a wife or other dependent relative shall be stopped; a man who may be unable to provide himself with proper clothing without running into debt is only to allot at a rate below the maximum, but not below the minimum necessary to qualify for marriage allowance, if there is a wife and/or children eligible for that allowance. (For minimum rates see Appendix III.; Part IIC., Scale C.)

(iii) On a man's return to duty from imprisonment, continuation of marriage allowance (where applicable, see Article 1627) will be contingent, if he is in debt, upon his at once declaring the appropriate allotment in favour of his wife or the guardian of his children. If he is not in debt, or when he ceases to be so, the allotment should be restored to its original figure.

(iv) If a man refuses to allot to his wife or to the guardian of his children when undergoing detention or imprisonment or when in debt, the grounds upon which he is unwilling to allot should be communicated specially to the Accountant-General, or if a marine, to the Commandant of Royal Marines concerned.

(v) }  
(vi) } *Cancelled.*  
(vii) }

(N.P. II./1660/23.)

(g) *Marines embarking.*—On embarkation, officers and men of the Royal Marines who are not at the time allotting are to be given every facility to declare allotments. Such declarations may be signed at the divisional headquarters previous to embarkation, should the Commandant have no objection. Non-commissioned officers and men declining a month's advance on embarkation may declare monthly allotments from the first day of the month of embarkation. Weekly allotments may be declared to commence as from the Thursday following when embarkation takes place on a Thursday, Friday or Saturday. If embarkation occurs on any other day, the allotment can only be declared as from the second Thursday thereafter. The dates of the commencement of all such allotments and the rates are to be notified on the embarkation sheets, for entry in the ledger.

(h) *Allotments to Marine Savings Banks.*—Allotments by marines to the savings banks at the Artillery or Light Infantry Divisions are alone to be shown on Form S. 63c, and are always to be executed in favour of the divisional paymasters, and not of clerks or pay sergeants. Marines thus allotting may stop such allotments at any time.

(e) **Alterations in Pay.**—If a reduction should occur in the rate of pay to which officer or man having an allotment in force is entitled, and the rate of his allotment be in excess of that established for the reduced rate of pay, a corresponding reduction is to be made in the allotment and the usual form S. 63 (or variant) forwarded to the Accountant General or the Commandant of the appropriate Division  
(N.P. II./1624/22.)

(j) **When proceeding in Merchant Ships.**—Officers and men about to proceed in packet or merchant ship to join their ships abroad who do not draw advance who draw advances under the allotting scale, will be permitted to execute declarations of allotment. If officers embark direct from their homes, application may be made to the Accountant-General for the necessary form of declaration.  
(N.P. II./573/21.)

**1618a. Allotments on Mobilising.**—New allotments may be declared on board ships to which men are drafted, except by:—

- (a) Men appropriated to ships (other than torpedo craft), but retained at the Royal Naval Barracks owing to the order to mobilise being delayed.
- (b) Men belonging to or drafted to tenders to general depôts.
- (c) Men appropriated to patrol flotillas having time to declare allotments before embarkation.
- (d) Pensioners and reservists likely to be retained in depôts for any length of time.

With regard to the exceptions specified, new allotments may be declared in the general depôts or depôt ships.

**2. Subsequent Allotments.**—Allotments other than those declared at the time of mobilisation may be declared in any ship or depôt as may be necessary.  
(N.P. II./573/21.)

**1619. Compulsory Allotments.**—Authority is given to the Admiralty to order stoppages to be made from pay for the support of wives, families or bastard children, by the Naval Discipline Act, as regards naval ratings; non-commissioned officers and men of the Royal Marine Force when embarked; and by the Army Act, Sections 145 and 179, as regards marines serving under the Army Act. Any necessary action in connection with marines serving afloat who may become subject to Section 98A of the Naval Discipline Act will be undertaken by the Adjutant-General, Royal Marines. This will enable marines to be dealt with comprehensively, and a continuous stoppage of pay arranged.

**2. Powers conferred by Section 98a of the Naval Discipline Act.**—Persons to whom this Section applies are not liable to arrest for non-compliance with orders or decrees in respect of the maintenance of a wife or child, or of the maintenance of an illegitimate child. On the other hand, these orders can be enforced, subject to the limitations set out in the Section, by compulsory deductions from the pay of the person against whom the order is made. Arrangements are also included in the Section for the service of summonses at the Admiralty or on the Commanding Officer of a ship subject to conditions recited in the Statute. One of the conditions is that such a sum of money, if any, as may be fixed by the Admiralty as being necessary to enable the man to attend the hearing of the case and to return to his ship or quarters is left with the summons. These arrangements, together with the provision that the deduction from pay will only be made where satisfactory evidence exists that the man has had a reasonable opportunity of appearing himself to defend the case, or has appeared by a duly authorised legal representative, will prevent a man while in the Service being prejudiced by an order made in his unavoidable absence on duty. The Section provides that no process whatever under any Act or Common Law in any proceeding in the Section mentioned shall be valid against a person subject to the Act if served after such person is under orders for service on a foreign station.

The procedure to be followed by Commanding Officers of ships is given in Appendix III., Part IID.

(N.P. II./1624/22.)

**1619a. To whom to be paid.**—Payment of a weekly allotment will be made only to the allottee personally, unless such person may be unable from illness or infirmity to attend, when payment may be made to a person producing :—

(a) The official authority, with the allottee's written order, duly signed and witnessed, for payment to such person, as provided for on the back of the allowance form; and

(b) A certificate from a medical practitioner or other proper certifying authority as to the allottee being unable, from illness or infirmity, to appear personally; provided the paying officer may not see reason to doubt the authenticity of the order or the truth of the certificate.

**2. Precautions on Payment.**—The paying officer will also be required to satisfy himself so far as may be expedient, of the title of the claimant; and if on any application for payment the paying officer may entertain any doubt as to the claimant's title, he will inquire into the matter, and may require from the claimant alone, or from the claimant with other persons, such statutory declaration or declarations as he may deem requisite.

**3. Receipt.**—On paying an allotment the paying officer will take a receipt on the authorised form and will endorse on the official authority, held by the allottee, the date of the payment, and the term for which it is made.

**4. Death of Allottee.**—When the death of an allottee may come to the knowledge of the officer by whom the allotment is payable, that officer will endorse the date of his receipt of the information on the authority for payment, and return the same to the Admiralty. (N.P. II./573/21.)

**1620. Method of Payment.**—Where payment is made weekly.—

Allotments of seamen and marines in favour of their wives, relatives or friends are to be declared and will be paid at weekly rates. Payments are normally effected (in conjunction with any marriage allowance issuable) by means of books of allowance forms lodged at the local post office. In Malta, Gibraltar, St. Helena, Bermuda and South Africa generally special arrangements are operative whereby payment at weekly rates is made by the local Cashier, Store Officer, etc.

(N.P. II./3181/23.)

**2. Where Payment is made Monthly.**—The following classes of allotment are paid monthly :—

(a) Allotments of officers (including Warrant Officers).

(b) Allotments of seamen and marines in favour of tradesmen, and for the purchase of National Savings Certificates.

(N.P. II./1624/22.)

(c) Allotments of seamen and marines to naval savings banks.

(d) Allotments payable outside the United Kingdom, the Isle of Man, the Channel Islands, except where special arrangements are made under Clause 1.

(i) *At Home.*—Monthly payments are effected by means of navy bills (cheques) issued direct to payees. Where the allotments charged at weekly rates are paid at monthly intervals, the amount of the Navy Bill is based on the weekly rate of allotment for the number of Thursdays in each month.

(ii) *Abroad.*—Monthly payments are usually effected by local agents or by means of foreign money orders.

**3. Allotments payable abroad** will be paid at the discretion of the Admiralty and in such manner and at such dates as will allow time for mail communications. (See also Article 1619a.)

**1621. When Allotter becomes Insane.**—When an allotter becomes of unsound mind, and his wife, child, or other near relative is the allottee, payment of the allotment, under the directions of the Admiralty, may be continued to such allottee within the limits of the pay due.

(N.P. II./573/21.)

**1622. Death, Misconduct, &c., of Wife.**—When a wife, being an allottee, dies, or deserts her children, or misconducts herself so as to be considered undeserving of support from her husband, the Admiralty on receipt of information to that effect

an allotment on a proper authority may stop payment of the allotment; but if under these circumstances, any child of a person allotting shall be left destitute, the Admiralty receipt of information to that effect from a proper authority, may appoint a trustee to receive the money and apply it to the maintenance of the child until the allotter shall have an opportunity of nominating a trustee of his own choice. Should a wife, being an allottee, become of unsound mind, the Admiralty, on being notified to that effect, may revoke the authority for payment to her, and similarly, may appoint a trustee to act temporarily on behalf of herself and her children. Payment of appropriate State Allowances will be made for the children in addition to the allotment.

(N.P. II./573/21.)

**1623. Reasons for Stoppage, Reduction or Transfer.**—Commanding Officers are to furnish the Accountant-General for the Navy or, if a Royal Marine, the Commandant of the man's division, with full and precise details of the circumstances in which they have approved the stoppage ☐ reduction ☐ or transfer of an allotment ☐ ☐. This regulation applies also to supermarines on passage, whose allotments are to be entered against their names in the ledgers, although they may not be borne for pay. The Accountant-General, Commandant, Royal Marines, will then be in a position where advisable to furnish the allottee with this information, especially when the stoppage of allotment has resulted in the withdrawal of marriage allowance and so left the allottee without any payment with respect of the seaman or marine involved. Should a transferred allotment involve the transfer of marriage allowance from the original to a new allottee, the reasons for the transfer of the allotment are required. In the case of reduction, the information is essential in order to determine whether or not the allottee has forfeited her title to any marriage allowance of which she may have been in receipt, whilst, in the case of stoppage, the information will assist the Accountant-General or the Commandant, Royal Marines, to determine whether or not marriage allowance is issuable if and when the allotment is reinstated. See 1627, clause 13.

2. Where the reasons for the change in payment are of a personal nature, Commanding Officers may communicate them confidentially to the Accountant-General or Commandant, Royal Marines, a note being made on Form S. 63, S. 63A, S. 54 or S. 54A, that this has been done, but generally the essential information should be given succinctly on the declaration or stop form. The man concerned is, however, at liberty to indicate that it is his desire that the reasons furnished to his Commanding Officer shall not be communicated to his wife (or other allottee). In such circumstances an appropriate note should appear upon the stop form or in the confidential communication.

3. ☐ ☐ Where the reason for stoppage of an allotment is discharge to shore (invalided, S.N.L.R., &c.) or "Run," the fact is to be stated on the stop form and the date of such discharge added; and where the reason for reduction of an allotment is debt, the amount of the debt should be noted. If it is being proposed to discharge the man S.N.L.R., the fact should be communicated on the stop form.

4. ☐ ☐ Notices of reduction or stoppage due to detention or imprisonment are to show the nature of offence, term of sentence, and the establishment in which confined.

5. Where allotments are made to the naval savings bank, if the depositor proposes to withdraw the whole of the amount standing to his credit in the bank, the date to which his allotment has been stopped and charged should be inserted on the depositor's bank certificate.

(N.P. II./1624/22.)

**1624. Stoppage.**—On stoppage of payment becoming necessary the Accountant-General of the Navy or the Commandant of the Royal Marine Division concerned is to be at once informed. Notification of stoppage is ordinarily to be given on Form S. 54 and variants, and the form is to be rendered in duplicate. One copy will be returned to the Accountant Officer with an indication of the action taken in office. Telegraphic notifications of stoppage should always be confirmed by means of a stop form rendered in duplicate. The arrangements for duplication do not apply to Forms S. 54D and S. 54E. (*Suspension and Removal of Suspension respectively.*)



**2. Correct Spelling of Names, &c.**—In order that overpayment may be avoided, extreme accuracy is necessary in the spelling of the name and in the figures of the official number, in all reports relative to stoppage or suspension of allotments.

**3. Two or more Allotments.**—Where an allottor has two or more allotments in force payable at the same intervals, the facts should be reported upon one form (in duplicate), but if a man has both a weekly and a monthly allotment in force, and stoppage of both is desired, *each* is to be notified on the appropriate stop form (in duplicate).

**4. Date of Notification.**—Notification of stoppage of weekly allotments is, whenever possible, to reach the Admiralty not later than the Tuesday following the date to which the allotment is being charged.

**5. Death, Desertion or Discharge.**—           |            On death or desertion, or when officers or men leave the Service, immediate notice is to be given by a stop form (in duplicate), whether an allotment is known to be in force or not. If, in circumstances other than death, the form is not likely to be received at the Admiralty or Marine Division in time to prevent payment being made to the allottee for which there is no corresponding charge, the notice should first be given by a telegram, provided that the amount saved is greater than the cost of the telegram.

(a) *On Death of allottor*—

(i) The statement as to allotment is to be included in the telegram required by Article 575, Clause 4, but details should also be furnished on Form S. 54 or variants            |           

(ii) If a rating, and marriage allowance is in force at the date of his death, payment is continuable together with an amount equal to the appropriate qualifying allotment for a period of four weeks following the date of the notification of death. The four weeks' extension is not applicable where marriage allowance is not issuable.

(b) *On Desertion.*—As any balance of wages due to a man on desertion is forfeited to the Crown under Article 1361, continuance of the allotment beyond the date of desertion would result in loss to the Crown; and if marriage allowance was in issue a further loss would occur by reason of improper payment after the date of desertion. The allotment of a man who is absent without leave and is likely to become a deserter should therefore be reported for suspension (*see* Article 1625) as at the Thursday PRIOR to the date on which he became an absentee, so that, if he is subsequently marked "Run," charges may be made to that Thursday only. Should, however, the absence commence on a Thursday, a charge should be made for that day.

           |             
When desertion or absence without leave occurs abroad while the rating is on draft, the officer in charge of the draft should furnish the required information to the Admiralty at the earliest possible moment.

           |             
(N.P. II./3181/23.)

**Recovered Deserters.**—On the recovery of a deserter, the following details are forthwith to be communicated to the Accountant-General of the Navy (Branch 18) or to the Commandant, Royal Marines:—

- (i) Date of desertion or absence without leave.
- (ii) Date of recovery.
- (iii) Punishment awarded and state of the man's wages account.
- (iv) Whether compulsory allotment charges have been recommenced in accordance with Section D. of Appendix III., Part IID.

If at the time of making the report to the Accountant-General or Commandant Royal Marines, sentence has not been passed upon the man concerned, a statement to that effect should be made and a further notification forwarded in due course.

Information as to the dates of desertion and recovery are always to be communicated without delay, in order to enable the re-issue of marriage allowance to be authorised.

7. Allotments of Marines, whether weekly or monthly, are not necessarily to be stopped on their discharge to headquarters, but should be continued unless the allotment request that payment should cease.

8. On discharge from Ship :—

(a) On discharge from their ship the allotments of officers and men, except as provided for in the following sub-clauses, are to be transferred to the ship or depôt to which they are discharged, unless they wish them to be stopped.

(b) The allotments of any officers, seamen or marines who are to be discharged to the shore, retired pay or pension, are to be stopped. If discharged abroad and entitled to pay on passage home, the date of stoppage is to be calculated so that the last payment will coincide as nearly as possible with the probable date of their arrival in England.

(c) When officers proceed on full pay leave their allotments are to be stopped unless at the expiration of their leave they are to be borne for pay under Article 229. The necessary steps to effect stoppage will be taken in office on receipt of the pay tickets.

(d) The allotments of officers sent sick, whose pay accounts are transferred to the Admiralty under Article 1393 are to be stopped, and the usual form transmitted \_\_\_\_\_

(e) The allotments of officers vacating effective appointments for the unemployed or half-pay lists are to cease, and "discharged to unemployed (or half) pay" is to be noted on Form S. 54B as the reason of stoppage.

The above procedure is also to be adopted on a ship paying off.

9. Allotments Invalided.—Accountant Officers are to ensure that the stop form (in duplicate) is despatched immediately it is known that a man will be invalided. The date of approval of the medical survey should be shown as well as the date of last charge in respect of allotment. As pay is extended for 28 days after invaliding, this latter date should be the fourth Thursday following the date of approval of the medical survey, and, if the survey took place on a Thursday, that day is not to count as one of the four. Marriage allowance, if in issue, will then continue to be paid with the allotment for the four weeks paid.

10. Punishments involving or following by Discharge.—The procedure to be followed is set out in Appendix III., Part II E.

(N.P. II./660/23.)

11. Other Discharges.—For discharges other than those referred to in clauses 9 and 10, allotments should be charged only to the Thursday prior to the date of discharge or to the date of discharge if a Thursday, and are to be reported for stoppage in time to prevent payment on the following Thursday. The actual date of discharge, desertion, &c., is to be shown on the stop form.

12. Discharges Generally.—When officers or men are discharged to the shore, stop forms, as used for monthly and weekly allotments respectively, are to be rendered, even if, according to the ledger, no allotments is shown as in force. The stop form is always to show the date to which the man is borne for pay.

13. Overpayment, &c., arising on Stoppage.—Any adjustment of a rating's account required as the result of an underpayment or overpayment of the allotment arising out of stoppage will be notified to the Accountant Officer at the same time as the duplicate form is returned.

14. Delay in returning Duplicate S. 54, &c.—Should any delay occur in the return of the duplicate S.54 (or variant) the Accountant Officer is to remind the Accountant-General of the Navy (or the Commandant of the Royal Marine Division concerned) after the expiration of a reasonable period.

(N.P. II./1624/22.)

1625. Suspension on Absence without Leave, &c.—The system of suspending an allotment is intended for use when there is a probability that it will prove unnecessary to discontinue the allotment. Payment of a suspended allotment may be resumed without the formality and delay incidental to the declaration of a fresh allotment by the man concerned. Allotments should therefore be

suspended, rather than stopped, when, for example, a man is absent without leave, which may prove on the one hand to be due to desertion, or on the other due to illness on shore.

2. **Use of Telegrams.**—Form S. 54D should not be used to request suspension or stoppage of payment when the urgency of the case demands a telegram (e.g., on a Wednesday); it should only be used to report absence which occurs sufficiently early in the week (which commences on a Thursday) to allow the necessary action to be taken in regard to the next payment.

3. **Details Required.**—In addition to giving the rate of the allotment and the Thursday after which it is desired that payment should be held temporarily in suspense, telegrams requesting suspension of allotment should specify the full name, rating and the official number of the allottee and the ground upon which payment is being suspended.

4. **Stoppage or Removal of Suspension.**—The original communication is always to be followed within 14 days by a further communication definitely stating whether it is desired that the suspension be removed or be converted into stoppage. If the suspension is removed (Form S. 54E), it is to be clearly understood that the allotment must be charged continuously, as any suspended payments will be paid to the allottee. If the suspension is converted into stoppage, the date to which the allotment has been charged must be stated and the precise cause of stoppage is to be added. If arising from desertion, the date of desertion is to be shown on the stop form.

5. **Early Settlement Necessary.**—Accountant Officers are to make every endeavour to settle allotment suspensions well within the period of 14 days specified. As such suspension of allotment will also have involved suspension of marriage allowance if in issue, any definite information affecting the suspension should be at once communicated to the Accountant-General of the Navy or to the Commandant, Royal Marine Division, if a Royal Marine.

(N.P. II./573/21.)

6. The allotment of an officer absent without leave should be reported for suspension as at the end of the month prior to the date on which he became an absentee.

(N.P. II./3181/23.)

1626. **Addresses.**—All communications respecting allotments of non-commissioned officers and men of the Royal Marines should be addressed to the respective divisions. Communications in regard to all officers and ratings should be addressed to the Accountant-General of the Navy.

Declarations of allotment and notifications of stoppage of allotments of officers and ratings of the Royal Australian Navy serving in H.M. ships and naval establishments should be forwarded to the Commonwealth Naval Representative, Australia House, Strand, London, W.C.2, for disposal after notation in H.M.A. London Depot.

2 and 3. *Cancelled.*

(N.P. II./573/21.)

#### SECTION IXA. MARRIAGE ALLOWANCE—PETTY OFFICERS AND MEN, R.N., AND NON-COMMISSIONED OFFICERS AND MEN, R.M.

1627. **For Whom Payable.**—Under the following conditions marriage allowance will be paid only for legal wives,               legitimate children and step-children of legitimate birth who are not eligible for pension in respect of their father's services (see Clause 8a). No allowance will be paid for adopted children, but illegitimate children (or step-children) where the parents subsequently married one another will be recognised. The allowance is intended to assist the man in the maintenance of a home and consequently payment will only be made where husband and wife are living together or where they are separated solely by the exigencies of the Service. Any man in respect of whom a marriage allowance has once been awarded, who subsequently decides to live apart from his wife, will be liable to be charged with any overpayment of the allowance which may occur, consequent upon his failure to notify the fact of separation.

2. **In respect of Whom Payable.**—The allowance (*see* Appendix III., Part II C, Scale B) will be payable in respect of petty officers and men of the Royal Navy and non-commissioned officers and men of the Royal Marines borne on the books of His Majesty's ships and non-commissioned officers and men of the Royal Marines of shore strength, in receipt of pay at ordinary naval or marine rates, including Reservists under training for periods of not less than seven days. The allowance will be paid in respect of Maltese ratings, but in accordance with Appendix III., Part II C, Scale A. Men of colour or foreigners specially recruited will not be eligible for an award, but colonials of British birth or descent entered locally on non-continuous service ratings will be paid at ordinary rates.

3. **Eligibility and Qualifying Allotment.**—In order to be eligible for an award the man must have attained the age of 25 years (proof of age will be required) and, unless occupying official quarters with his family, must have declared on behalf of his wife and/or his children a qualifying allotment at least at the rate, according to his rank, shown in Appendix III., Part II C, Scale C.

(a) Every man, in respect of whom marriage allowance is in course of payment, will be held responsible for increasing his allotment to the qualifying minimum necessary for the continuance of the allowance, should a change of rating or rank necessitating such increase occur. Should he delay so to increase his allotment it may be necessary to suspend payment of marriage allowance until the declaration is forthcoming, and he will be liable to be charged with any overpayment.

(b) The allotment qualification will not apply to Reservists undergoing drill or training for periods of less than three weeks, whilst the age limit will not apply in the case of such Reservists in respect of whom separation allowance was paid for their wives and/or children during the Great War, 1914/1918, nor to active service ratings once discharged, who re-enter after a short break of service and in respect of whom marriage allowance was previously granted.

4. **Rates of Payments.**—Payment will be authorised at the rates shown and explained in Appendix III, Part II C, Scales A and B.

5. **Procedure.**—As soon as information is received at the Admiralty that a man has declared the necessary qualifying allotment, a form of application to enable his wife or the guardian of his children to apply for a marriage allowance is issued to her direct by the Accountant-General, \_\_\_\_\_ by the Commandant of the Marine Division to \_\_\_\_\_ which the man is attached, or at certain Naval depôts abroad by the Local Paying Officer. The application form must be supported by the marriage certificate and birth certificates of the children, and, in the event of the man not having already furnished the authorities with the document, by his own birth certificate. A man should therefore arrange that these certificates are available. Birth certificates, if produced by ratings at entry, are usually filed at the Admiralty. Where this is claimed the matter will be investigated, but the men should be warned that this may lead to delay in the issue of marriage allowance. A birth certificate, if available, will be returned to the man, through the Accountant Officer, on application being made to the Accountant-General of the Navy (Branch 9).

When any of the certificates required are not available and have, therefore, to be specially obtained in support of the claim, application should be made to the local Superintendent Registrar of Births, Deaths and Marriages, who is entitled to receive from the applicant a fee not exceeding 3s. 7d. for each certificate. Full birth certificates shewing the parents' names must be produced before payments for children are allowed. Any exceptional cases where the claimants are unable to procure such certificates should be reported to the Accountant-General, such particulars being given as will enable the births to be traced at the General Register Office.

6. **Date from which Issuable.**—Marriage allowance is issuable from the date of entry or marriage if a Thursday or from the Thursday next following that date, if either event takes place on any other day of the week, always provided that the qualifying allotment is declared within a month of entry or of marriage, if later;

otherwise than the Thursday on which the qualifying allotment becomes operative. In the case of the birth of a child the allowance is issuable from the date of birth if a Thursday, or from the Thursday following that date if the child is born on any other day of the week—subject normally to the proviso that the increase of allowance is applied for within one month of the birth.

#### 7. Motherless Children, etc.

(i) Where payment is in issue to a wife as well as a guardian (*e.g.*, the case of a widower re-married, whose child—of the former marriage—is in the care of a guardian) or where there are two or more guardians an allotment is required in favour of each, but the condition as to a qualifying allotment will be deemed to have been met when the amount of the combined sums allotted to the payees who are to receive Marriage Allowance, equals or exceeds the minimum rate shown in Appendix III., Part II.c, Scale C.

Any allotment to a person disqualified for the receipt of marriage allowance will not be included for the purpose of this calculation.

(ii) Where the children of a family are living in the care of separate guardians, the total of the marriage allowance will normally be divided in equal portions between the guardians.

(iii) These regulations also apply to children living apart from the care of their mother.

(N.P. II./3181/23.)

8. **Children—Age Limit.**—So far as Great Britain is concerned, allowances will not be paid in respect of children above the age prescribed from time to time by the Ministry of Education for full-time attendance at school. Payment will, however, be made to the end of the school term in which the child reaches the age limit, provided a certificate is furnished by the school authorities showing attendance at school to the end of the term. The age at present fixed is 14 years. The extension of the allowance to the end of the school term is not applicable to allowances paid at Malta.

8a. **Step-Children.**—Children who are eligible for pension in respect of their father's services will be regarded as members of the seaman's family, and counted when the rate of marriage allowance is assessed (*e.g.*, if there is one step-child in receipt of or eligible for pension, the first eligible child of the second marriage is regarded as a "second" child for Navy marriage allowance).

#### 9. Official Quarters :—

(i) When the wife and family of a seaman or marine are accommodated in official quarters, or an allowance is granted in lieu, the marriage allowance ordinarily payable will be subject to a deduction of 7s. a week in respect of ratings who are paid at English rates, and of 5s. a week in respect of men to whom the Maltese scale is applicable. In no event, however, shall the charge made exceed the amount of marriage allowance which would ordinarily be payable.

(ii) The allotment condition will not be imposed when men are living with their families in official quarters; but since at least the minimum qualifying allotment will be required in the event of a family ceasing to occupy such quarters, any allotments in force in a case of occupied quarters will ordinarily be continued and paid through the usual channels to the wife with the appropriate marriage allowance, subject to the deduction referred to in sub-clause (i).

(iii) If payment to the wife by allowance forms, &c., is not desired, and it would be more convenient for the man to be credited with marriage allowance as part of his pay and emoluments, the facts may be reported with a view to suitable arrangements being made.

(iv) To ensure that proper payment is made, the occupancy or vacation of official quarters (other than that caused by transfer between quarters) by a man and his family is to be reported, immediately it occurs, to the Accountant-General of the Navy, Branch 18, or, if a marine, to the Commandant of the Royal Marine Division.

The report should show the full name, rating and official number of the man concerned, the date of occupation or vacation of the quarters and

particulars of family, including names and dates of birth of children under fourteen. When allowances in lieu of family quarters are in issue the facts should be similarly reported. These returns are not required for Royal Marines serving at Divisional Headquarters or for Coastguard ratings.

(v) The term "official quarters" will, for marriage allowance purposes, be held to include any form of accommodation provided rent free by the State, and occupied by both the man and his wife.

**10. Death of Man.**—Marriage allowance and an amount equal to the appropriate qualifying allotment will be continued for four weeks after the notification of the death of the man concerned (if a reservist under training, only in the event of death being due to the Service), subject to any adjustments that may be necessary to avoid an overlap with pension, should one be payable.

Any allotment in excess of the amount necessary to qualify for marriage allowance will cease on the death of the man. No allowance will be paid for a child born after the date of the man's death.

Special consideration as regards period of extension will be given to men with families in official quarters abroad. (N.P. II./1624/22.)

**11. Men in Debt, awaiting trial or sentenced to detention, imprisonment or dismissal.**—The action which will be taken in regard to Marriage Allowance is fully set out in Appendix III., Part II E.

(N.P. II./660/23.)

**12. Debt.**—Marriage allowance is, in exceptional cases, at the discretion of the Admiralty, liable to be appropriated for purposes of liquidating a debt to the Crown.

**13. Misconduct of Wife.**—Marriage allowance is subject to forfeiture in the event of misconduct on the part of the payee and, in any case, ceases during a period of imprisonment of the payee. Where it appears that the allowance is not being used in the interests of those for whom it is intended, e.g., children of a mother who neglects them, payment may, at the discretion of the Admiralty, be made to a trustee. So far as practicable, the man concerned is consulted, but steps are taken to transfer payment in the anticipation of his wishes if, for example, he is on a foreign Station (see also 1622).

**14. Persons in Institutions, &c.**—Where members of the man's family are admitted to Institutions, &c., the following Regulations apply:—

(a) *Industrial Schools.*—No allowance is paid for children sent to such schools as a result of a Magistrate's Order, but if they are voluntary inmates payment is made to the Institution or to the mother according to the particular needs of each case.

(b) *Greenwich Hospital School and similar Institutions.*—No allowance is paid while the children are either at the school or away from school during holidays, &c.

(c) *Charitable Institutions, including Civil Hospitals, &c.*—An allowance is paid to the Institution or to the mother according to the particular needs of each case.

(d) *Institutions supported out of the rates.*—Allowances are paid for children admitted to such Institutions to the mother or the guardians, according to the particular needs of each case.

(e) *Wives admitted to Rate-aided Institutions.*—Where the home is kept up, marriage allowance is continued. The method of payment depends upon the circumstances, and where there are children especial care is taken to see that they do not suffer any avoidable hardship. When the home is not kept up, the allowance for the wife is not paid.

(f) *State-aided Institutions.*—Marriage allowance is not paid in respect of any person who is maintained in a State-aided Institution, subject to the exception referred to under (a) above. (N.P. II./1624/22.)

## SECTION XI. DISPOSAL OF DEAD AND RUN PERSONS' EFFECTS.

### ARTICLE 1631.

\* \* \* \* \*

(a) **Inventory.**—The Captain is to cause the clothes and all the other effects of the deceased, including cash, to be immediately collected by a responsible person

and delivered into the charge of the Accountant Officer, who is to make out an inventory on Form S. 46, signed by two or more messmates if an officer; by a commissioned and a non-commissioned officer of Marines if a Marine; and by the Executive Officer and the chief of police in every other instance. The effects are then to be carefully stored in a secure place until their disposal is decided.

\* \* \* \* \*

(c) **Sale of Effects.**—The clothes and all other effects of deceased Petty Officers, seamen and others (except those reserved by direction of the Captain, and cloth tunics and frocks supplied to Marines within 16 months of their death) and such of those of deceased officers as the Captain shall authorise, are to be sold on board as soon after death as convenient, according to the custom of the Service, by auction, under the inspection of the Accountant Officer, and in the presence of an Executive Officer and an Assistant Paymaster, Warrant Writer or Clerk. The particulars of the effects, the rates for which they were sold, and other information required by the Form are to be entered in the account of sale. If any man should die without leaving any effects, the fact is to be certified by the persons referred to in sub-clause (a). No person is to be permitted to make purchases if his doing so would bring him into debt, or if, being the effects of an officer, they would be unsuited to his station; or, if not belonging to the ship, unless he pays for his purchases in money.

(d) **Articles of Relatives.**—If the deceased be an officer, the Captain, if he think fit, may direct that all or any of his effects shall be preserved until they can be forwarded to his relatives or executors, instead of being sold on board; and if amongst a man's effects there should be any articles which the Captain thinks proper to preserve for the nearest relatives or friends, they may be kept for that purpose. In exercising this discretion, the Captain will take into consideration the circumstances of the deceased, the distance of the ship from his family, and what would, in all probability, be to them the most agreeable course to pursue.

Articles reserved from sale are to be checked and stowed in properly secured receptacles. On their despatch elsewhere the carrier is to be required to certify that the packages are duly secured, and an inventory must accompany the packages. On receipt they are to be re-examined, and if improperly secured, the effects are to be checked with the inventory and the packages re-secured.

(N.L. 56320/17.)

\* \* \* \* \*

### SECTION XIII. WORK DONE FOR PRIVATE INDIVIDUALS OR FOR DEPENDENT OR FOREIGN GOVERNMENTS.

**1633. Private Individuals.**—When officers or men are employed on their own ships or are sent from their ships to work for private individuals their gross pay, allowances, extra pay when payable, and cost of victuals, or allowance in lieu, are to be reclaimed. *See also* Clause 10.

When, however, fleet labour is employed on behalf of machinery contractors for placing coal on board and trimming it in the bunkers for carrying out steam trials of His Majesty's ships, the charges for any such labour will be fixed as follows:—

(a) **At naval establishments:—**

Whenever there is a coaling contract in operation at the port, the rates then current for contract labour for such coaling will be charged, and when no such coaling contract is in operation the charge will be made on the basis of dockyard labour under the scheme of prices applicable thereto.

These claims with an addition in respect of the authorised percentage charges, will be made on the machinery contractors by the naval establishment.

(b) **At places other than naval establishments:—**

The local contract rates current at the port for coaling labour as determined by the Admiral or Captain Superintendent of the district will be charged.

These claims, with an addition in respect of the authorised percentage charges, will be made on the machinery contractors by the

Accountant-General of the Navy from information furnished by the Engineer Overseer through the Admiral or Captain Superintendent of Contract Work for the district.

\* \* \* \* \*

3. When landed for service in a naval establishment and forming for the time, part of the strength thereof, the exception in Clause 2 will not hold good; the naval establishment will be liable in common with private individuals for the whole of the pay, extra pay, &c. *See also* Clauses 10 and 11.

4. The reclaims on account of services performed are to be made out on board, and should show:—

(a) The names, ranks or ratings, periods of employment, and rates and amounts of pay, allowances, extra pay when payable, and cost of victuals or allowance in lieu, together with the incidental charges thereon, as authorised by the memorandum prefixed to the Rate Book. *See also* Clause 10.

(b) Whether or not stores have been supplied, a reference being made to the supply voucher on Form S. 134d, on which a similar reference is to be made to any charge made for wages, extra pay, and allowances.

(D.A. 2025/15.)

\* \* \* \* \*

8. Notations in Ledger.—On the ship's ledger where the wages paid will appear as usual, the Accounting Officer is to note in the Remarks column against the name of each officer or man employed for private individuals, &c., the name of the private individual, &c., the period of employment, and the amount of pay and allowances on account thereof.

(A.G. 10A/20.)

\* \* \* \* \*

10. Marriage Allowance.—When work is done by naval ratings or marines if the cost is recoverable from other Departments of Government, private individuals foreign and dependent Governments, &c., the charge made for the allowances to the men (both married and single) is to include an item in respect of Marriage Allowance. The item is to be assessed by taking a certain percentage of the ordinary wages and allowances (excluding victualling) which will be communicated periodically by Admiralty Fleet Order. The authorised percentage to cover establishment charges, &c., is to be claimed in addition.

When the charges in respect of the work are raised through a Yard return, the item for Marriage Allowances is to be shown as an "Other Cash Charge."

11. Repair Ships.—When work is performed by Naval Repair Ships for a foreign ship-of-war or foreign or dependent Government, the full cost of the work is to be claimed, including ordinary pay, extra pay, allowances, and victuals, the value of the materials used, and the authorised percentage charges thereon.

(E. 3254/22.)

## SECTION XV. PAY OF OFFICERS AND MEN WHILE PRISONERS OF WAR OR INTERNED.

### ARTICLE 1635.

\* \* \* \* \*

(d) Allotments of those ranks and ratings which may be in force at the time of internment or capture are to be continued without variation provided no loss of allowance occurs whereby reduction is necessitated. Accountant Officers are to pass the allotments of interned and prisoner ratings under review in order to see that any necessary notice of reduction is furnished.

Such of the officers and ratings as have not already made allotments are to be permitted to do so in accordance with the provisions of Article 1618 but new allotments or alteration or stoppage of those in force may at any time be notified in writing by the allottees, either direct to the Admiralty or through a relative, the usual declaration or notification on an official form being dispensed with.

\* \* \* \* \*



(h) In all lists of payments, or allotments declared, altered or stopped, the names of the ships to which the persons referred to belonged at the time of their being interned or becoming prisoners of war must be distinctly stated.

(N.P. 11./573/21.)

### CHAPTER XLIII.

### CASH AND CASH ACCOUNTS.

#### SECTION I. OBTAINING SUPPLIES OF MONEY.

#### ARTICLE 1637.

\* \* \* \* \*

#### (h) Date of bringing on Charge.

Supplies of money should ordinarily be debited on the day when obtained. It sometimes happens, owing to the cash account being closed or for other reasons, that cash supplied and signed for on the usual supply and receipt forms is not debited in the cash account for the month in which the forms are dated, but appears in the account for the succeeding month. In such cases an explanation, signed by the Commanding Officer, should be furnished on the cash account for the earlier month, or should be forwarded by special reference to the Accountant-General.

Bills of Exchange should always be debited on the date on which drawn. In cases where a bill is lodged with a bank in advance of the date on which the money is required, the amount should, in the meantime, be shown as that of an "unmatured bill" in any statement of the composition of the balance.

(E. 19674/22.)

\* \* \* \* \*

#### ARTICLE 1640.

\* \* \* \* \*

3. When English stamps are not procurable locally, the Accountant Officer is to requisition them on Form S. 1328 D. from the Controller, Post Office Stores Department (Stamp Section), Somerset House, London, W.C.2.

(E. 9867/18.)

\* \* \* \* \*

5. **Postal Orders** are to be obtained by requisition, in duplicate, addressed to the Accountant-General, on Form S. 34; the acknowledgment of the receipt of the orders, is to be disposed of as directed on the form.

(E. 13422/20.)

\* \* \* \* \*

10. Broken amounts (exclusive of fractions of a penny) may be made up by the use of British postage stamps, not exceeding three in number and 5d. in total value, affixed to the face of a postal order in the spaces provided, but the stamps are not to be cancelled by the Accountant Officer, either when issuing or paying the same.

11. **Return of Postal Orders.**—A return on Form S. 35 showing the number and value of the postal orders sold and remaining unissued is to be forwarded by the Accountant Officer to the Accountant-General as follows:—

(a) On the last day of each month;

(while postal orders remain on charge the return should be made each month even though there be no sales).

(b) when the ship is paid off;

(c) when the Officers and crew of one ship are transferred to another, although no change of Accountant Officer may be involved;

(d) on the supersession of the Accountant Officer.

\* \* \* \* \*

13. *Delete*—"and must bear the name of the ship (either written or stamped)."

(E. 93/14.)

14. **Postal Orders Damaged** or spoiled are to be cancelled, and their value credited in the cash account under "cash transferred," and the postal orders are to accompany the cash account as a voucher (Form S. 35A), but are not to be included in the return of sales on S. 35. They should not be shown on the same voucher as aid (cash) orders.

15. The postage stamps and postal orders are to be kept as public money in and; on issuing them the Accountant Officer is to receive the value thereof from the persons supplied, without showing the transaction in his cash account, as either the money, or the stamps and orders, are to be forthcoming when the balance is inspected. When it may be necessary to receive foreign instead of English coins for them, the value in sterling of the stamps or orders issued is to be entered on the credit side of the cash book and monthly cash account, and the foreign coins received, and the value in sterling, are to be entered on the debit side. Vouchers are not required for such transactions, and the entry is to be in one sum at the end of the month.

21. **Issuing Officer.**—Postal orders are to be issued by the Accountant Officer himself, or by an Assistant Paymaster or Commissioned or Warrant Writer deputed by him, or, if there be no such officer available, by a commissioned officer appointed by the Captain. On no account are Writer ratings or other similar persons to perform the duty.

23. **Stock Book.**—The Accountant Officer is to keep a postal order stock book in which to record all receipts and issues of postal orders, and is to comply with the "Rules for Postmasters and Sub-Postmasters at Money Order Offices regarding Postal Orders" so far as they relate to the issue and payment of such orders and are not inconsistent with the instructions in this Article.

26. **Disposal of Paid (Cash) Orders.**—Paid postal orders duly receipted by the payee, are to form vouchers to the cash account (S. 35A) the transactions being shown under the head of "Cash transferred to His Majesty's Postmaster-General, postal orders paid."

28. The observance of rule 22 (b) of the "Rules for Postmasters, &c., at Money Order Offices regarding Postal Orders," is not insisted on, but in cases of exceptional delay an explanation of the circumstances should be forwarded.

31. **Returned Orders.**—Where postal orders which have been sent out by the Paymaster in payment of small sums and have been shown on the Monthly Return (S. 35) as sold, are subsequently returned without being cashed, they are to be treated as Cash) Orders, and are to be generally subject to the Regulations respecting the repayment of postal orders to sender, as laid down in Article 26 of the "Rules for Postmasters, &c., at Money Order Offices regarding Postal Orders." The principal point in these Regulations is that the sender must receipt the Order, adding to his signature the word "Sender" and the Paying Officer must endorse the Order with the words "Sender known."

(E. 13422/20.)

1642. **Money Chests.**—In order to prevent the possibility of unauthorised persons having access to the keys of money chests and thus obtaining opportunities of making duplicate keys with unlawful intent, the following arrangements are to be observed :—

(a) **Precautions.**—Money chests are not to be issued to a ship until absolutely necessary, and when supplied, the keys are, except as mentioned at (b), to be issued personally by the Naval Store Officer to the Accountant Officer, and his receipt taken for the same.

(b) The keys of money chests of ships completing at contractor's works are to be sent by registered post to the Admiralty Overseer of the ships concerned; they should be enclosed in a sealed package, inside the registered cover, the

sealed package to be marked : " To be delivered UNOPENED to the Accountant Officer of H.M.S. '[REDACTED]' as soon as he joins the ship." The inside package should be made up so that the contents cannot be recognised without opening it. The Overseers should keep these packages in their confidential safes until delivered personally to the Accountant Officer.

(c) In regard to chests with combination locks, full instructions showing how the combination is worked and particulars of the actual combination in use will be supplied in a sealed envelope at the same time as the keys are handed over. When the keys are sent to an Overseer the particulars of the combination should be enclosed in the same envelope as the keys. The instructions are to be regarded as confidential. The combination can afterwards be altered by the Accountant Officer as desired, and a record of the combination in use is to be kept in a sealed envelope in the steel chest supplied for the safe custody of confidential books, &c.

If the combination lock of money chests, Patterns 1471 and 1472, is set on one number only, the security of the lock is seriously lessened and the safety of the public money is endangered. The full combination is therefore to be used by all concerned.

(d) When carried on the person the keys are to be safely secured by some suitable means so as to prevent them being lost.

(e) When a ship is paid off, the keys are to be tried in the chests to which they belong, and are then to be placed in sealed covers and handed to the Naval Store Officer for custody until required for re-issue with the money chests. Before being re-issued, the keys are again to be tried in the locks in the Store Officer's presence.

(f) In no circumstances are keys to be attached to the chest for return to store or allowed in any other way to pass through unauthorised hands. When the keys cannot be handed to the Naval Store or other Officer receiving the returned chest, they should be returned to him by registered post and a receipt obtained for same.

(g) On the return of a chest fitted with combination lock the instructions showing how the combination is worked and the particulars of the combination in use are to be enclosed in the sealed cover with the key.

(N.S. 19562/17.)

\* \* \* \* \*

#### SECTION IV. DISBURSEMENT OF PUBLIC MONEY.

**1652a. Certification of Payments.**—The rules regarding proof of payment laid down in Article 1602, Clause 4, &c., apply in principle to all payments to personnel not supported by receipts.

(E. 3817/22.)

**1653. Payments authorised.**—Under the authority of the Captain for each disbursement, he is to make the following payments out of the public money in charge, the items being shown on vouchers to the cash account, supported by the necessary receipts :—

(a) All pilotage to local pilots abroad, where there is no resident naval accountant or consul; at home these payments are made by the Accountant-General.

(b) Every other authorised contingent or incidental expense.

2. *Cancelled.*

(Sta. 16576/18.)

1655. *Cancelled.*

(E. 1425/13.)

1656. *Cancelled.*

(Sta. 16576/18.)

#### SECTION V. CASH ACCOUNTS TO BE KEPT AND RENDERED.

##### ARTICLE 1666.

\* \* \* \* \*

6. It is to be regarded in all respects as a public record, and is to be held available for examination at the Admiralty, if required, for two years from the date of the entries appearing therein.

(E. 5848/20.)

**1671. Examination of Accounts.**—All cash accounts and vouchers are to be examined by the Assistant Paymaster, Warrant Writer, or Clerk of the ship, as well as by the Accountant Officer, before transmission, and their initials are to be affixed hereto.

(C.W. 8614/12.)

**1673. Cancelled.**

(A.G. 10A/20.)

**1676. Duplicate Vouchers.**—All vouchers for payments, except those on documents assigned by the Accountant-General, are to be prepared in duplicate. The original vouchers are to be forwarded with the Cash Account for the month in which the payments have been made, excepting Ledgers and Bounty Lists, which are to be transmitted into Office by the earliest opportunity, and most direct route, after the payments have taken place. The duplicate vouchers are to be retained by the Accountant Officer for two years from the date of the transactions recorded hereon, or, if referring to payments the credit for which has been suspended, for two payments after payment is passed.

(I.C. 5406/13.)

**1677 Fractions.**—Fractional parts of a penny are to be excluded from the totals of all vouchers and lists and are not to be inserted either in the debit or credit side of the cash book or monthly cash account.

(A.G. 10A/20.)

## CHAPTER XLIV.

### VICTUALLING INSTRUCTIONS.

#### SECTION I. ALLOWANCE OF PROVISIONS.

**1682. Definitions.**—The definitions of the allowances referred to in this Chapter are as follows and the titles given are to be strictly adhered to in all correspondence, returns, &c.

**Messing Allowance.**—The allowance, the daily amount of which varies from time to time with the price of provisions, payable in cash to the messes of officers and men who are victualled in kind on standard ration.

**Provision Allowance.**—A compensatory allowance payable to officers and men who are required to victual themselves from other than Service sources.

**Leave Allowance.**—The allowance in lieu of standard ration and messing allowance payable to chief petty officers, petty officers and men on leave exceeding 48 hours. (See Clause 2 (f) below.)

**Victualling Allowance.**—The allowance, the amount of which varies from time to time with the price of provisions, payable in lieu of Standard Ration and Messing Allowance, as authorised in the following clauses.

**NOTE.**—The rates of the above allowances will be promulgated from time to time by Admiralty Fleet Order.

(N.P. II./3244/20.)

**2. Manner of Victualling.**—All persons belonging to the Royal Navy or Marines, however borne, are to be victualled in the following manner:—

(a) **Officers** are to be allowed the option of receiving victualling allowance at the current rate or of being victualled on standard ration together with messing allowance at the current rate. Such option is to apply to all members of the mess, and having been exercised is not to be varied until the beginning of the following quarter. When officers are on leave exceeding 48 hours or when they are in receipt of provision allowance or victualled by the Crown they are not eligible for either victualling allowance or standard ration and messing allowance.

(b) **Chief Petty Officers, Petty Officers, Seamen and Marines** are (i) to receive the standard ration laid down in Appendix XVI., Part I., together with messing

allowance at the current rate which is to be credited to the mess to which they belong, as provided for in Article 1699.

or alternatively

(ii) to be victualled on the system known as the general mess system, under which the Accountant Officer is responsible for arranging the messing of the men in His Majesty's Ships or in fleet establishments (either in whole or in part) under instructions issued by the Admiralty from time to time, and for providing a satisfactory dietary at an overhead daily rate not exceeding on the average the amount authorised at the time for victualling allowance. The general mess system is restricted at present to Royal Naval barracks and training establishments and certain specially selected ships.

(c) **Officers' Stewards and Cooks**, when formed into a separate mess, are to be victualled in the same manner as seamen; when included in officers or warrant officers' messes, they are to be victualled in the same manner as the officers of the mess to which they belong, receiving in addition spirit ration in kind or grog money in lieu (*see* 1695).

(d) **Artificer Apprentices, Boys and Youths** in seagoing training ships, and boys formed into separate messes in other ships (*see* 852) are to receive the ration laid down in Appendix XVI., Part I. (a), note h, together with messing allowance, credited to their mess as prescribed by Article 1699.

(e) **Boys in Stationary Training Ships**, or in training establishments on shore, are to be victualled in accordance with the Training Service Regulations.

(f) **Men on Long Leave**.—Chief petty officers, petty officers, seamen and marines borne on ship's books are to be credited with leave allowance in lieu of standard ration and of messing allowance during leave exceeding 48 hours, but excluding week-end leave, the rate to be the current rate of provision allowance.

(g) **Men on Short Leave**.—For each man absent on short leave and not checked for victuals, victualling allowance is to be credited in each case to the mess in place of the standard ration (except spirit) and messing allowance. A money payment of 3d. a day in lieu of spirit ration is also to be made to the mess for each man who would have received spirit ration in kind.

This procedure is to be followed also, so far as the exigencies of the Service permit, on the day of departure when men leave before noon, and on the day of return when they return after noon, any meals which such men may require on these days being taken on repayment out of the victualling allowance.

(h) **Offenders awaiting Disposal, &c.**—Persons sent home or awaiting passage home from a foreign station on account of misconduct, persons sentenced to imprisonment or detention, recovered deserters, leave breakers, absentees awaiting disposal, and men sentenced, but waiting approval of warrant under Article 770, Clauses 1 and 2, are (i) to be formed into a separate mess whenever practicable, and are then to receive the standard ration laid down in Appendix XVI., Part I., without spirit or any allowance in lieu (except to temperance leave breakers and temperance absentees awaiting disposal), and without any messing allowance; but (ii) when they cannot be messed separately they may be victualled in the manner prescribed in Sub-clause (b), but without any spirit or any allowance in lieu except as provided for in (i) above.

(i) **Men in Cells** are to be victualled on the special scales of diet prescribed by Appendix XVI., Part I. (c). (*See* Article 1695, Clause 3.)

(j) **On Sunday**.—In shore establishments and stationary dépôt ships, and in sea-going ships present and giving week-end leave at ports in the United Kingdom, no issue of the standard ration is to be made on Sunday, except spirit for the men (other than temperance men) actually present. For that day, and for Christmas Day, Good Friday, King's Birthday, August Bank Holiday and Whit Monday, the messes are to be credited with victualling allowance in lieu of standard ration and messing allowance, any Service provisions that may be required on those days being taken up on repayment, as provided for in Article 1700.

The foregoing procedure may be extended to include Saturdays where such extension is considered desirable.

(N.P.II./2909/23.)

(k) **Allowance in Lieu of Ration.**—In shore establishments and stationary dépôt ships, and in sea-going ships when present at ports in the United Kingdom, chief petty officers and petty officers' messes may be allowed the option of taking victualling allowance (in addition to spirit or grog money in lieu) for every day in the week, or of receiving it on two days in the week, and the standard ration and current messing allowance on the remaining five days. Such option, where exercised, is to apply to all members of the mess, and in shore establishments and stationary ships is to be adhered to for the whole of the quarter. In sea-going ships present at ports in the United Kingdom the messes are to notify weekly whether or not they desire to exercise this option.

(l) **Paying off at Home.**—On the day of paying off at a home port the messes are to be credited with victualling allowance (in addition to grog money) in respect of every person proceeding on leave, in lieu of the standard ration and the current messing allowance; persons discharged direct to other ships or to shore establishments without proceeding on leave, including marines discharged to headquarters, are to be dealt with under Articles 1586, 1598, and 1686, and their names placed on a separate transfer list, the breakfast ration issued to them being claimed in the victualling account as an extra issue; persons remaining for the new commission are to be victualled in the ordinary manner.

# ARTICLE 1683.

\* \* \* \* \*

2. Workmen in the War Department detained beyond a day and a night to complete work on board, and dockyard officers and men detained on board all night, will, in addition to the standard ration, be paid messing allowance at the current rate to enable them to purchase any additional articles they may require from the canteen or from the stock of provisions on board.

List of officers and workmen so victualled are to be forwarded, with dates of victualling, by the Captain to the heads of the establishments to which they belong; in order that, whenever authorised, the proper deductions may be made from their wages; and that, to the dockyard employees, subsistence allowance may not be paid in addition.

Dockyard employees are never entitled to supplies of food from the ship's canteen free of cost.

(C. Sec. P. L. 1178/19 and N.P. II./3244/20.)

2a. When workmen belonging to private firms are victualled on board His Majesty's ships they are to receive the standard ration and to be credited with the messing allowance in the same way as naval ratings.

The value of Government provisions drawn on repayment is to be recovered out of the messing allowance, and issues of Government provisions are not to be made in excess of this allowance.

Canteen bills may be paid by the Accountant Officer to the extent of the balance of messing allowance remaining, but any supply made in excess of this balance is to be regarded as a private transaction between the canteen and the workmen affected.

All claims in respect of victualling the employees of private firms will be made by the Admiralty, and full particulars of the rations issued and messing allowances credited, together with separate nominal lists, and the period of victualling, in duplicate for each firm are to be forwarded to the Director of Victualling on completion of the work.

Whenever members or employees of private firms are accommodated in officers' messes no victualling allowance is to be credited to the mess on their account. The mess is to arrange for the full cost of the messing to be recovered from the individuals concerned.

(V. 1071/21.)

3. Troops embarked in His Majesty's Ships are to be victualled in all respects as seamen, except that they are not to receive the spirit ration.

(V. 65/21.)

\* \* \* \* \*

5. The documents authorising the victualling of non-naval persons, or copies of such documents where the originals have been sent, in accordance with Clause 2, to the heads of the establishments to which the persons belong, are to be forwarded into office with the victualling store accounts. (See also Article 1589.)

(E. 419/21.)

**1684. Persons to be Checked.**—Persons who, if on board, are entitled either to standard ration, standard ration and messing allowance or victualling allowance under Articles 1682, and 1683, are to be checked and their provisions and allowances stopped :—

- (a) if sent to, or victualled on board, other ships;
- (b) if victualled in the sick mess, or sick at hospital, sick quarters, or at home and entitled to leave allowance under Article 880;
- (c) if absent on duty and entitled to provision allowance under Article 1517;
- (d) if absent without leave;
- (e) if absent on leave for upwards of 48 hours (see Article 1695, Clause 3).

(N.P. II./3244/20.)

\* \* \* \* \*

**1685. Men Casually Victualled.**—When persons belonging to a ship are temporarily victualled in another of His Majesty's ships, a nominal transfer list, showing the dates between which they were victualled, and the amount (if any) credited to each person for leave allowance (Article 1682 (f)) is to be forwarded to their own ships on their return.

(N.P. II./3244/20.)

**1687. Permission to land Provisions and Soap.**—Officers in command of H.M. ships and fleet establishments at home ports may allow provisions (except fresh milk) not liable to duty, and soap, to be landed under the following restrictions :—

- (a) The permission is to be given to, or withheld from, individuals at the discretion of the Commanding Officer.
- (b) None are to be landed without a pass from the Commanding Officer on Form S. 263.
- (c) Not more than 4 lbs. of fresh meat is to be taken ashore weekly by any person and particular care is to be taken that the privilege is not exercised to the detriment of the mess generally.
- (d) The total value and the quantities of other articles of provisions which may be taken ashore weekly by any person shall be subject to such limitations as may be laid down by the Admiralty from time to time.
- (e) The amount of soap landed by any individual is not to exceed 3 lbs. per month.

(V. 2500/20 and V. 1645/20.)

#### ARTICLE 1690.

\* \* \* \* \*

**2. Lime Juice.**—A daily issue of lime juice and sugar in quantities not exceeding 1 oz. of each may be made to every person on board on the requisition of the Medical Officer.

(V. 679/22.)

**3. Engine Room, &c.**—Persons employed in the engine room and stokehold and in coal trimming, when the ship is under way, may receive extra issues as follows :—

- (a) Oatmeal and sugar in the proportion of  $\frac{1}{2}$  oz. sugar to 2 ozs. oatmeal.
- (b) Lime Juice - - - - - 1 oz.
- Sugar - - - - - 1 oz.

\* \* \* \* \*

**6. Men on Detached Duty.**—When small numbers of men are prevented by the agencies of the Service from being on board their own ships at the proper meal-times, and are therefore unable to make use of their own rations, the Captain may give a voucher (Form S. 75A—*revised*) authorising each man to obtain provisions under the conditions detailed below.

The special meal allowances authorised are as follows:—

Dinner	-	-	-	-	-	-	-	-	-	-	1s.
Tea, supper or breakfast	-	-	-	-	-	-	-	-	-	-	6d.

and they may be paid under the following conditions:—

(a) To men who are unable to use their own rations owing to their absence, for Service reasons, from their ships, under circumstances which do not admit of their taking with them a meal prepared from their share of the ordinary mess supplies.

(b) To men passing through and temporarily detained in barracks and stationary establishments at the home ports, for whom it is necessary to provide a meal or meals, although they may be borne elsewhere for victuals for the day.

(c) No credit in respect of any individual is to exceed 1s. 11d. for a period of 24 hours.

(d) The allowance is to be credited to the men's own messes when they are provided with a special meal to take with them on leaving their ships; or to the messes in which they are actually provided with meals when they are temporarily detained in another ship or establishment; or the men may be provided with chits enabling them to obtain food to the value authorised from the canteen, if circumstances render this course more convenient.

(e) When men provided with food under this clause are also entitled to subsistence allowance, the cost of the meals supplied is to be abated from the subsistence allowance paid.

\* \* \* \* \*

**9a. Submarines.**—Extra issues of the special articles of provisions supplied by the Admiralty (known as Submarine Emergency Comforts) may be made at the discretion of the Commanding Officer on board any boat engaged on a cruise of 24 hours or over. The occasions on which these comforts are issued during the cruise, together with the quantities served out, are to be determined by the Commanding Officer who is to furnish a certificate in support of the issues, to be forwarded into Office with the store accounts.

(V. 1009/21.)

\* \* \* \* \*

**1692. Extra Issue of Lime Juice.**—When issued as an extra ration the lime juice and sugar at the Captain's discretion are to be made into sherbet or mixed with the men's allowance of grog, but they are never to be used separately.

(V. 679/22.)

\* \* \* \* \*

# ARTICLE 1693.

\* \* \* \* \*

**2.** No officers are entitled to the issue of a spirit ration or to an allowance in lieu.

(N.P. II./3244/20.)

\* \* \* \* \*

**4.** The spirit ration is not to be issued to naval ratings serving in hospital ships. Grog money is to be paid in lieu.

**5.** In no circumstances is spirit to be issued on payment.

(V. 2865/21.)

**1694. Spirit Reduced below Issuing Strength.**—Whenever spirit has become reduced 10 per cent. or more below proof, the following additional quantities, for every gallon of such spirit, (a) may be substituted for water, or (b) may be added



to the neat spirit issued to chief petty officers and petty officers, in order that the spirit ration may be issued at its ordinary strength :—

10 per cent. under proof,	1½	gills	
11       "       "       "	1½	"	
12       "       "       "	2	"	
13       "       "       "	2½	"	
14       "       "       "	2½	"	
15       "       "       "	3	"	
16       "       "       "	3½	"	
17       "       "       "	4	"	
18       "       "       "	4½	"	
19       "       "       "	5	"	(a) Spirit in lieu of a similar quantity of water,
20       "       "       "	5½	"	or
21       "       "       "	5½	"	(b) Quantity to be added to neat spirit.
22       "       "       "	6½	"	
23       "       "       "	6½	"	
24       "       "       "	7½	"	
25       "       "       "	8	"	
26       "       "       "	8½	"	
27       "       "       "	9	"	
28       "       "       "	9½	"	
29       "       "       "	10½	"	
30       "       "       "	10½	"	

(V. 362/21.)

**1695. Allowance in lieu of Spirit.**—Persons entitled to the issue of a spirit ration in kind as part of the standard ration are to be allowed the option of receiving in lieu a money payment (grog money) at the rate of 21s. a quarter, which is to be credited on the ledger. This credit is also to be made to men under 20 years of age and to all boys other than Boys 2nd Class in the harbour training establishments. (N.P. IV./1092/21.)

2. The option in favour of "Temperance" or "Grog" can only be exercised quarterly, viz., from the first day of the subsequent quarter. Exceptions to this rule are made for all men attaining the age of 20, and for Marines embarking from Headquarters, whose option may have effect from the first day of the month subsequent to—

- (a) their twentieth birthday, and
- (b) the date of embarkation, respectively.

the credit of grog money is to be made quarterly in advance at the rate of 21s. on the first day of each quarter.

3. Grog money is not payable during periods of imprisonment, detention, desertion, or whilst a rating is in receipt of provision allowance, but is payable in respect of the following periods :—

- (a) If sent to or victualled in other ships (the allowance is to be credited in advance on the ship on which borne for pay).
- (b) If victualled in the sick mess, or sick at hospital, sick quarters, or at home.
- (c) If on leave or absent over leave.
- (d) If in cells or undergoing No. 10 or No. 14 punishment.

4 The allowance is to be credited at the rate of 3d. a day for broken periods. Thus, for ratings newly entered from shore after the first day of a quarter, the allowance is to be credited for the remainder of the quarter at the rate of 3d. a day, provided that the maximum credit thus made does not exceed 21s. For men who, during any quarter, are finally discharged from the Service, or are checked off grog money (i.e., by reason of imprisonment, detention, desertion, or being in receipt of provision allowance), the initial credit of 21s. is to be cancelled and adjustment effected, subject to the maximum above prescribed, at the rate of 3d. a day. For deserters, adjustment is to be made to the date of being marked "Run." If a man is placed on provision allowance whilst serving as at (a) of Clause 3, the parent ship is to be notified in order that the grog money credit may be adjusted.

5. Transfer lists are to be suitably noted, indicating clearly the date to which the allowance has been credited.

6. All persons who draw the spirit ration in kind are to be marked "G" in red ink beneath their names on the ship's ledger and in the column provided for that purpose in the mess book.

(N.P. IV./32/22.)

**1696. Spirit Ration of Persons Absent.**—When any person who is entitled to the issue of the spirit ration in kind as part of the standard ration, and has elected to receive it, is absent from the ship but is not checked, the ration is not to be issued, but a money payment at the rate of 3d. a day is to be made to his mess in lieu thereof.

**2. Stoppages of Spirit.**—All authorised stoppages of spirit as punishments lapse to the Crown, except when the stoppages exceed 30 days for habitual drunkenness. Men whose grog is stopped for more than 30 days are to be paid for it on the ledger from the expiration of the 30 days according to the scale laid down in Article 1695.

(N.P. II./3244/20.)

ARTICLE 1697.

\* \* \* \* \*

2. No raw spirit is ever to be issued except to chief petty officers and petty officers, and all sale, loan, transfer, gift or barter of spirit or other intoxicating drink to or with any of the ship's company by any person whatever is prohibited.

(N.P. II./3244/20.)

SECTION II. MESSING ALLOWANCE.

**1699. To whom Payable.**—The standard ration laid down in Appendix XVI., Part I., is restricted to the ordinary daily requirements of the ship's company in respect of the staple articles of diet, and in order to enable messes to purchase other provisions to supplement this ration according to their different tastes, a money payment at the current rate will be allowed in addition to the following persons mentioned in Articles 1682 and 1683 :—

(a) Officers who elect to receive victuals in kind.

(b) Petty officers, seamen, and marines.

(c) Officers' stewards and cooks when in receipt of the standard ration.

(d) Artificer apprentices, youths and boys (except boys in stationary training ships).

(e) Dockyard officers and men detained on board all night.

(f) Workmen of the War Department detained on board beyond a day and a night.

(g) Troops, when embarked on His Majesty's ships.

2. This messing allowance is to be credited to the mess and not to the individual and is not payable for any person in respect of any period for which he is checked under Article 1684.

**3. Allowance in Lieu of Meat.**—With a view to enabling messes to provide themselves, if desired, with a special dinner of their own choosing on Sunday, every mess is to have the option of not taking up the meat ration on one day in the week, and of receiving in lieu of the same an additional money allowance of 4½d. per man for that day (subject to modification of this rate by the Admiralty from time to time); but such option is to be declared at the beginning of the month, and is to extend to the whole of that month.

This allowance can also be paid on Christmas Day if desired.

(N.P. II./3244/20.)

\* \* \* \* \*

ARTICLE 1700, Clause 1.

\* \* \* \* \*

(c) No spirit or lime juice is to be issued on repayment and the issue of fresh meat on repayment is to be limited to ½lb. per head per diem for persons who receive the standard ration in kind, and to ¾ lb. per head per diem for officers and others not receiving the standard ration in kind. When fresh milk is supplied

as the service ration under Appendix XVI., Part I., it may also be issued on repayment for consumption on board, but not for the purpose of being taken on shore.

(V. 379/22.)

\* \* \* \* \*

### SECTION III. SUPPLIES, &C., OF VICTUALLING STORES.

**1701. Demands.**—Demands for provisions, clothing or other victualling stores are to be signed by the Accountant Officer and are to be made on an authorised agent of the Admiralty or upon a government contractor or his agent whenever possible.

The demands are at all times to be so framed as to provide in the most efficient manner for the probable requirements of the ship, according to the rate of expenditure which may be expected to take place.

(V. 2978/20.)

### ARTICLE 1702.

\* \* \* \* \*

See 1770, Clause 4 (Information as to contracts).

(C.P./V. 4742/12.)

**1710. Receipt of Fresh Provisions.**—Upon the receipt of fresh meat, vegetables, and bread, the quantities delivered are immediately to be weighed by a responsible member of the Supply staff and under the superintendence of an Executive officer.

2. The superintending officer is at once to enter the quantities received in the deck log and is also to report to the Officer of the Watch any error in the supply note.

**3. Attendance of Accountant Officer.**—The Accountant Officer, or an officer of the Accountant or of the Supply Branch representing him, is frequently and at uncertain periods to be present at the weighing of fresh provisions on receipt on board. The fact on all such occasions is to be noted in the daily account book and initialled by the Accountant or Supply Officer present.

(N. 3969/23.)

**1712. Weight of Lime Juice.**—When lime juice is obtained in casks or liquid measure, one imperial gallon is to be considered equal to ten pounds, and it is to be converted into weight at such rate and brought on charge in the account accordingly. In issuing lime juice, one gill will be found equal to five ounces.

(V. 679/22.)

**1721. Casks of Salt Pork.**—If it should be found on inspection that any pickle has leaked out from the casks of salt pork, they are to be filled up and made tight. Coarse Salt for making pickle for this purpose can be drawn from the Victualling Yards.

(V. 4454/14.)

\* \* \* \* \*

**1723. Clothing Room.**—The Clothing Room is never to be appropriated to any other use or purpose whatever than the stowage of clothing and bedding; the Accountant Officer is to inspect the room from time to time, and the key is to be kept in his possession, except when the clothing room is situated in an area where the Naval Magazine Regulations prescribe that the keys of compartments are to be kept on a keyboard under a sentry's charge. Should he at any time find indications of damp, moth or vermin, he is immediately to inform the Captain, who will cause the earliest opportunity to be taken for its being cleared, and for such other measures being adopted as may be necessary for the correction of any defects, and the future protection of the articles stowed therein.

(V. 2598/18.)

**1727. Officers' Library.**—The reference library and circulating units issued for the use of officers are to be accounted for and dealt with in accordance with the instructions relating to these libraries in the Book of Scales and Regulations concerning Mess Gear, Loan Bedding and Clothing, &c. (O.U. 5237).

2. **Seaman's Library.**—The Accountant Officer will have the sole charge of the seamen's library, and will be responsible for the books therein being duly taken care of, and accounted for in the clothing account according to the instructions contained in Form S. 83.

3. The Captain is to direct the library to be opened for the issue and return of books at such time and on such days of the week as he may deem most expedient, and is to appoint the Naval Schoolmaster, or, when none is borne, such other person as he may deem fit, to manage the issue and return of the books, under the directions of the Accountant Officer, who is to be guided by the printed directions contained in the Record catalogue.

4. **Quarterly Muster of Books.**—At the end of each quarter, and on paying off, the Accountant Officer will muster and examine the books with the assistance of the Naval Schoolmaster. A report on Form S. 108 of the result of this examination is to accompany the clothing account.

(V. 1949/21.)

1729. **Accounting for Packages, &c.**—All casks, cases, and other packages issued from the victualling yard will be shewn on the supply notes sent with the stores under two headings :—

- (a) Those to be brought on charge by the Accountant Officer, and
- (b) Those not required to be taken on charge.

The following are the packages which are to be taken on charge by the Accountant Officer and carefully preserved for return, unshaken whenever practicable, into store :—

All iron-bound casks, except salt-meat casks.

Wood-bound casks

Wood drums (Ships at home ports and Portland only).

Bags.

Cases and crates, General Service (for mess traps and implements).

Cases for library books.

Lime juice cases.

All Clothing Cases and crates.

Tobacco cases (Leaf and Strip).

Tin-lined cases.

Stone jars, wickered.

The following packages need not be taken on charge by the Accountant Officer, but in home establishments and H.M. Ships in home waters or in frequent touch with a home victualling yard, they are to be carefully preserved for return into store for re-use :—

All provision cases, except those which have contained Salmon.

Tobacco cases, which have contained manufactured tobacco.

Soap cases.

These packages are, whenever practicable, also to be returned unshaken, but if, for any reason, any have to be shaken, the sound boards only are to be returned to the victualling yard to be re-made, all broken pieces being expended on board for firewood, as they are not worth the trouble and expense of return.

(V. 2864/22.)

1730. *Cancelled.*

(G.D. 241/20.)

# ARTICLE 1731.

5. **Disposal of Surplus.**—Uniform clothing which is no longer required to be kept on board the ship, whether supplied for gratuitous issue or for issue on repayment, is to be returned to the Quartermaster of the division from which it was drawn, articles special to Band Ranks, Royal Marines, being invoiced separately.

Articles other than clothing are to be returned to the Division from which received if they bear a divisional mark. Articles other than clothing, and not bearing a divisional mark, are to be returned to the nearest divisional headquarters. Delivery notes are to be furnished, in duplicate, and the Quartermaster's receipt is to be transmitted into office with the clothing account.

(N. 16034/21.)

\* \* \* \* \*

## SECTION IV. ISSUES AND RETURNS.

**1735. Serving out of Provisions and Spirit.**—A petty or non-commissioned officer is to be detailed daily for duty in connection with the serving out, etc., of provisions and spirit. The duty of petty officer of the day is to be taken daily in rotation by all the available petty and non-commissioned officers. The petty officer of the day is always to be present when spirit is being measured off for or issued to the ship's company. He is also to attend when meat is being issued; any complaint with regard to the measure, issue and quality of spirit, meat, or provisions is to be made through the petty officer of the day who is to represent the matter to the officer of the watch.

**2. Attendance of Accountant Officer.**—The Accountant Officer or an Officer of the Accountant or of the Supply Branch is frequently and at uncertain periods to be present at measuring and issue of spirit and also at the issues of provisions generally. The fact on all such occasions is to be noted in the daily account book and initialled by the Accountant or Supply Officer present.

(N. 3969/23.)

## ARTICLE 1738.

\* \* \* \* \*

**2. Free Kit on Entry.**—Men and boys, other than Officers' Chief and 1st and 2nd Class Stewards and Cooks (direct entries), on first entry into the Royal Navy are to be supplied gratuitously with the whole of the compulsory articles of their kit as laid down in the Uniform Regulations, subject for non-continuous service ratings to the following conditions:—

(a) That they are required to provide themselves with a regulation Service kit.

(b) That no orders to the contrary have been given on the station.

The following articles are to be supplied in addition, viz.:—

1 overcoat.

1 waterproof coat.

1 pair brown canvas shoes.

1 waistbelt.

2 check shirts.

} For all classes.

} For men dressed as Seamen only.

To certain ratings, as laid down in the Uniform Regulations, a portion only of these kits will be issued on first joining, and the balance later. (V. 2562/22.)

**2a. Officers' Chief and 1st and 2nd Class Stewards and Cooks (direct entries)** are to be given a gratuity on first entry to provide themselves with the kit laid down for these ratings in the Uniform Regulations. The amount of this gratuity will vary with the issuing prices of clothing and will be revised from time to time in Admiralty Fleet Orders.

Officers' Stewards and Cooks discharged and subsequently re-entered in one of these ratings within five years of discharge are not entitled to a second clothing gratuity or free supply of bedding.

**3. Transfers or Re-entries.**—Men transferred from the Royal Marines, and continuous or special service men who re-enter the Royal Navy after discharge as boys or with less than four years' service from the age of 18, are to be treated as first entries in respect of the free issue of clothing and bedding. Men transferred from the Royal Marines, however, are to retain the use of marked bedding (see 1739) for such period as they are on probation.

(V. 1238/23.)

4. Officers' Stewards or Cooks who have completed five years' service as such are to be treated as first entries in respect of the free issue of clothing if allowed to transfer to or re-enter in any other ratings.

5. Other men so transferred or re-entered who have previously been credited with a clothing gratuity or supplied gratuitously with a kit in kind, are to be allowed a free issue of clothing within a limit of value equal to that of the articles included in the "free kit" of the new rating but not in the kit of the rating in which the previous service was rendered. No free issue is to be made unless a change of uniform is involved.

(N. 17464/12.)

\* \* \* \* \*

ARTICLE 1739.

\* \* \* \* \*

2. Marines accepted as candidates for transfer to the Royal Navy are to retain the use of marked bedding for such period as they are on probation.

(V. 1238/23.)

3. Similar articles are to be lent to non-continuous service band ratings who would otherwise be entitled to the gratuitous issue of bedding on first entry or to the bedding gratuity on re-engagement.

(N. 8459/22.)

\* \* \* \* \*

ARTICLE 1743.

\* \* \* \* \*

2. The men are to insert their requirements on the clothing issue notes (Form S. 80) and hand them to the officer of their division, who after satisfying himself that the articles are actually required for the man's personal use, will approve them and lodge them with the Accountant Officer. Care is to be taken to insert, legibly, the full particulars required by the form, and also details as to sizes, &c.

(V. 1787/20.)

\* \* \* \* \*

SECTION V. LOSSES.

**1753. Books Lost.**—Every case of loss of or damage to books belonging to the officers' and seamen's library, &c., is to be reported by the Accountant Officer to the Captain, who will inquire into the matter, and if it should appear that the book has been lost, or damaged beyond reasonable wear and tear, by culpable negligence or misconduct, he is to direct the value thereof to be charged against the offender; in all cases the Captain's decision is to be noted on the quarterly return of books lost.

(V. 1949/21.)

SECTION VI. ACCOUNTS.

**1760. Accounts to be rendered.**—An account of the receipt and expenditure of provisions and clothing is to be compiled for the same period as the ledger or for any broken period of the Accountant Officer's charge, and is to be transmitted into office, within 42 days from the date of closing if from a flag or depôt ship, and within 30 days from any other ship. This account is to be rendered on Form S. 83, and is to be prepared in strict accordance with the instructions contained therein.

If under special circumstances (e.g., ship paying off and re-commissioning next day without change of Accountant Officer), the Captain is of opinion that it would be in the interest of the Service to keep the store and pay accounts open instead of closing them, this course is to be submitted to the Admiralty for approval.

2. An account of the officers' mess traps on board ships and vessels, other than torpedo boats or torpedo boat destroyers, is to be rendered in accordance with the instructions contained in "Regulations for the supply of Mess Traps to Flag Officers, &c." and Form S. 100, Parts I., II., and III. (V. 2978/20.)

3. An account of implements, etc., and chief petty officers' mess traps is to be rendered \_\_\_\_\_ in accordance with the instructions contained in Form S. 83, Part III.

\_\_\_\_\_

(V. 2627/23.)

## CHAPTER XLV.

## PURCHASE OF STORES AND PROVISIONS.

## ARTICLE 1770.

\* \* \* \* \*

4. **Particulars to Admiralty.**—The abstract, with the original tenders and duplicates of all contracts made thereon, is to be forwarded by the Commander-in-Chief to the Admiralty for the Director of Navy Contracts, without delay, and when contracts are entered into for a longer period than 12 months, the reasons for so doing are to be stated on the abstract.

**Distribution for Information of H.M. Ships.**—Copies of the contract and particulars of any cancellations or alterations of any contract are to be distributed to the Naval Agent, or representative at the port, or, where there is no Naval Agent or representative, then to the proper Colonial or British Consular Official at the port for which the contract is made, with a request that they may be shown, or particulars of them furnished, to the officers of His Majesty's ships, on application. Copies are also to be distributed to His Majesty's ships on the Station for information and guidance.

All ships proceeding to or passing through a foreign station and requiring particulars of contracts at ports within that station should apply to the above-named officers or to the Commander-in-Chief on the Station.

Copies of the contracts forwarded to the Admiralty should have shown upon them the names and addresses of the officials to whom copies have been sent.

5. **Abstract of Tenders.**—The form of abstract of tenders (S. 607) is to be used for all tenders whether invited by advertisement or limited competition, and the "Instructions as to Tenders" on the back of the form are to be followed, both in inviting tenders and in dealing with those received.

(C.P./V. 4742/12.)

## ARTICLE 1772.

\* \* \* \* \*

(f) Whenever the Senior Officer present, in exceptional circumstances may think it advantageous to the Service to employ the Consul to effect purchases, he will do so. (M. 10912/23.)

\* \* \* \* \*

## CHAPTER XLVI.

## STORES AND STORE ACCOUNTS.

SECTION I. ALLOWANCE AND CARE OF NAVAL, NAVAL ORDNANCE AND WHITEHEAD TORPEDO STORES, BOOKS OF REFERENCE, AND FORMS.

1789. **Detailed instructions** as to procedure are printed in the memoranda to the sea store establishments, naval proportion books, forms of accounts, lists of fixtures, &c. The memorandum in these documents, also the instructions published in Admiralty Fleet Orders from time to time in regard to the modified procedure for naval stores and naval store accounts in ships in which the centralised storekeeping system is in force, are to be carefully complied with. (See 34 and Appendix XIX.) (N.S. 18980/21.)

## ARTICLE 1790.

\* \* \* \* \*

2. **Establishments and Proportion Books.**—Sea store establishments are supplied as books of reference to Flag Officers and Captains, and proportion books to Flag Officers. Any alterations made in these books are communicated by means of Admiralty Fleet Orders and quarterly errata lists.

3. **Established Forms and Books of Reference.**—Established forms and addenda hereto are shown in Form S. 1. Books of reference are shown in Form S. 123. They will be supplied in accordance with the instructions contained therein. Corrections are made by Admiralty Fleet Orders. *(Sta. 16576/18.)*

4. **Communication of Allowances.**—Particulars of the allowances by these establishments and proportion books, &c., are furnished by the respective store officers to ships prior to commissioning. The subsequent alterations in the allowances are also communicated to ships. The following is the procedure adopted :—

Description of Stores.	Allowances.		Alterations in Allowances By whom and how communicated.
	Where shown.	By whom inserted.	
Naval Stores	Abstract Statements and Inventories.	Naval Store Officer.	Admiralty, by means of Admiralty Fleet Orders, and Naval Store Officers by means of lists.
Naval Ordnance Stores.	Naval Ordnance Warrant.	Officer in charge of Naval Ordnance Dépôt.	Admiralty, by means of Admiralty Fleet Orders, and officers in charge of Naval Ordnance Dépôts by means of lists.
Whitehead Torpedo Stores.	Whitehead Torpedo Store Ledgers.	Officer in charge of Whitehead Torpedo Dépôt.	Admiralty, by means of Admiralty Fleet Orders, and officers in charge of Whitehead Torpedo Dépôts by means of lists.
Established Forms.	Form S. 1	Superintendent, R.N. Store Office, West India Docks.	Admiralty, by means of Admiralty Fleet Orders.
Books of Reference, Devotion and Instruction.	Form S. 123	" "	" " " "

*(N.S. 18980/21.)*

ARTICLE 1791.

\* \* \* \* \*

3. His Majesty's ships proceeding on foreign service are to make every effort to complete with stores to full authorised storing period before leaving home waters. Where this is not practicable, the circumstances are to be reported. *(N.S. 8134/19.)*

1797. **Lanterns and Lamps.**—The lanterns and lamps on the Shipwright Officer's charge are to be trimmed and cared for by the persons who act as lamp trimmers. *(E.F.O./N.S. 13913/20.)*

2. Lamp trimmers are to receive instruction in the management and cleaning of lamps and their lamp allowance is to be withheld should the lamps in their charge not be kept in proper order. *(See 1459. Lamp Trimmer.)* *(N.S. 18980/21.)*

1798. **Illuminations.**—No naval ordnance stores or naval stores are to be expended for illuminations, except by the authority of the Senior Officer present, but when so used, the expenditure, as well as the occasion for it, are to be inserted in the account under the heading of "Extraordinary expenditure." *(N.S. 18980/21.)*



## SECTION II. DEMANDS FOR NAVAL, NAVAL ORDNANCE AND WHITEHEAD TORPEDO STORES, BOOKS OF REFERENCE, AND FORMS.

## ARTICLE 1800.

\* \* \* \* \*

6. **Issues in Excess to Ships at Home Ports.**—For ships under the orders of the Commanders-in-Chief at the home ports, and ships belonging to the Reserve Fleet, demands for stores in excess of establishment may be approved by the Admiral Superintendent of the Dockyard concerned, subject to reference being made to the Commander-in-Chief where the Admiral Superintendent considers the stores should not be supplied, or in regard to which he is in doubt. Demands in excess of establishment from ships, other than those mentioned which may from time to time visit the home ports, are to be forwarded to the Admiral Superintendent of the yard from which the stores are proposed to be demanded for the remarks of the yard officers before approval or, alternatively, for approval of supply by the Admiral Superintendent if no objection is seen.

The period for which a ship is usually stored is not to be extended without prior Admiralty approval being obtained.

Demands for supplies required for making good defects or for carrying out approved alterations and additions are to be dealt with in accordance with Articles 1092 and 1094. (N.S. 18930/21.)

1801. **Re-commissioning Abroad.**—Whenever a Commander-in-Chief reports that a ship is fit to be re-commissioned abroad, he is at the same time to direct the Captain to prepare and forward to the Officer in charge of the dépôt at which the re-commissioning will take place, a detailed list of any naval and victualling stores, &c., which will be required for such re-commissioning beyond those ordinarily kept in stock at foreign dépôts. Similar information is also to be furnished as to the awnings, boats, &c., which will be required, so that the necessary demand may be made by the officer in charge of the dépôt. A copy of the Captain's list of requirements, and a copy of the demand made on the Admiralty by the Officer in charge of the dépôt, are to be sent to the Commander-in-Chief for his information.

2. **Naval Ordnance and Whitehead Torpedo Stores.**—He is to direct the Captain to cause the remains of naval ordnance and Whitehead torpedo stores to be compared, on or before the ship re-commissions, with the numbers as allowed by establishment, and to forward demands to complete, to the officers in charge of naval ordnance and Whitehead torpedo stores.

3. The Commander-in-Chief is also to direct the Captain to consider what items of fixtures or stores can be dispensed with in the new commission without affecting the seagoing or fighting efficiency of the ship.

A list of such reductions, with reasons for making the recommendations, is to be submitted to the Admiralty and a copy sent to the Store Officer of the yard on the station. (N.S. 13913/20.)

1802. **Furniture of Officers' Messes.**—The articles of furniture for the ward-room and gun-room messes (see *Shipwright's Establishment of Naval Stores*) will be supplied on a ship's first commission.

On a ship being re-commissioned, the articles will be surveyed and repaired, or replaced, if necessary, at Government expense. In training, dépôt, gunnery, torpedo, and other ships, which are generally kept in commission, a similar course may be adopted at the expiration of 3½ years. (E.F.O./N.S. 13913/20.)

\* \* \* \* \*

## SECTION III. CHARGE AND ACCOUNTS OF NAVAL, NAVAL ORDNANCE AND WHITEHEAD TORPEDO STORES, BOOKS OF REFERENCE AND FORMS.

1803. **Warrant Officers' Stores.**—The officers to be placed in charge of warrant officers' stores are as follows, except where special provision is made otherwise:—

*Ships in Commission.*

(a) Gunners' Boatswains' and Shipwright's stores are to be in charge of the Gunner, Boatswain and Shipwright Officer of the ship respectively. (E.F.O./N.S. 13913/20.)

(b) When a Torpedo Warrant Officer is allowed in the complement the electric and torpedo stores are to be in his charge.

(c) When a ship's complement includes only one warrant officer—i.e., either a Gunner, Torpedo Warrant Officer or a Boatswain—then all the Gunner's and Boatswain's stores are to be in charge of that officer; but if none of these officers are allowed, the stores are to be in charge of any experienced petty officers whom the Commanding Officer may consider competent to discharge the store duties.

(d) When a ship's complement does not include a Commissioned or Warrant Shipwright the Shipwright's stores are to be in the charge of the Chief Shipwright, or, at the discretion of the Captain, of any experienced Shipwright rating.

(e) If there is on the ship no suitable petty officer for the duties under (c) or (d), the Commanding Officer may place any one description or all of the stores in charge of the Navigating or other commissioned officer.

(f) In the absence of other warrant officers those borne for quarter-deck duties may be placed in charge of stores, other than Shipwright's.

(g) If a warrant officer authorised by complement to take charge of stores is either not borne or is sent to hospital or otherwise removed from the ship, the stores are to be immediately placed in the charge of the officer or petty officer to whom they would have been assigned if the warrant officer had not been allowed in the complement.

(N.S. 18980/21.)

*Special Service Ships.*

2. The regulations are to be the same as for ships in commission, except that:—

(a) When neither a Commissioned, Warrant nor Chief Shipwright is borne, an experienced Shipwright rating should, if possible, be detailed, otherwise one of the officers or petty officers who has charge of other warrant officers' stores is to take charge of shipwright's stores also.

(b) When ships are completed for temporary service the stores are to remain in the charge of the officers to whom they were previously assigned; but, if these stores are in the charge of a petty officer, they are to be transferred to the officer authorised to take charge of them in Clause 1 of this Article, if it can be conveniently done.

3. The terms Gunner, Boatswain, and Warrant Shipwright, when employed in this Article, are to be understood as including Commissioned as well as other Gunners, Boatswains, and Warrant Shipwrights, and Lieutenants and Shipwright Lieutenants promoted from those ranks.

4. **Stores in Torpedo Boats, Destroyers, &c.**—All stores and fixtures, except medical stores in torpedo boats and destroyers commissioned as tenders, are to be in charge of one officer in each boat, destroyer, sloop, surveying vessel or mine-sweeper. In those carrying an engineer officer he is to take charge of the stores, but where no engineer officer is borne, the warrant officer, or, if no warrant officer is borne, the Sub-Lieutenant, or such officer as the Captain may direct, is to take charge of stores. In boats commissioned as tenders the Medical Officer of the parent ship will take on charge the medical chests and their contents.

(N.S. 18980/21.)

ARTICLE 1805.

\* \* \* \* \*

3. *Cancelled.*

(N. 8459/22.)

4. **Exceptional cases.**—If the tender, from her size, or the circumstances of her employment, if such a vessel as, in the opinion of the Admiralty, should be treated as a ship independently commissioned she is to render the same accounts as if she were a separate command, and the officers rendering such accounts are to be granted the allowances to which they would be entitled if she were actually in independent commission and included in the appropriate category of vessels described in Appendix VII.

(N.S. 18980/21.)

## ARTICLE 1806.

\* \* \* \* \*

5. Form D 366, notifying the issue of articles for trial, will be sent by the dockyards to the ship to which issued, and also to the Admiral Commanding the squadron, and to the Commander-in-Chief of the Fleet. For ships in the Reserve Fleet this form will be forwarded to the Vice-Admiral Commanding instead of to the Commander-in-Chief. When an article under trial is transferred from one ship to another, the form supplied to the ship is also to be transferred. This form is to be sent to the dockyard with the articles, if returned to store after the trial is completed.

6. 4th and 5th lines *delete* " on Form S. 693."

(N.S. 18980/21.)

\* \* \* \* \*

8. *Cancelled.*

9. Coal or other fuel is provided for in the engine-room register, but reports of trial are also to be forwarded by the Commander-in-Chief in accordance with the instructions on Form S. 230. *See also 930 (Inferior quality of fuel).*

**1808. Examination into Expenditure.**—Each month the ship's copies of the naval store accounts and the fair copies of the naval ordnance expense book and Whitehead torpedo store ledger are to be laid before the Captain for examination and approval of expenditure.

They are to be inspected beforehand by the following officers:—

†Boatswain's and Shipwright's accounts by the Executive Officer.

\*†Gunner's accounts by the Gunnery Lieutenant.

\*†Torpedo warrant officer's accounts by the Torpedo Lieutenant.

For Engineer's stores, the accounting officer will be the inspecting officer.

(E.F.O./N.S. 13913/20.)

## ARTICLE 1809.

\* \* \* \* \*

2a. *Cancelled (see Clause 5).*

(N.S. 18980/21)

\* \* \* \* \*

4a When damage done to barrack buildings is chargeable to private individuals, the amount chargeable is not to be assessed, but the full cost of the repairs is to be claimed from the person responsible for the damage.

(C.E. in C.26433/22.)

5. **Binoculars.**—As it is incumbent upon officers of Lieutenant's rank and upwards to provide themselves with binoculars (Article 622) the occasions upon which officers of these ranks would require to use the glasses supplied to the ship should be exceptional. In the event, however, of such officer having to borrow a pair of Service binoculars he is to see that they are returned to the store-keeping officer when not in use. Where binoculars have carelessly been left in unguarded exposed places, or where they have been left hung up in cabins instead of being placed in a locked drawer or other locked receptacle when not in use or returned to the storekeeping officer, the full value is to be charged.

(N.S. 18980/21.)

6. **Lanyard to be used to prevent loss.**—Binoculars when in use are to be secured to the body by means of a lanyard in addition to the use of the strap, to prevent the loss of glasses due to the strap breaking.

(N.S. 12790/23.)

**1809a. Precautions to be taken to avoid losses during refit.**—

(a) Special care is to be taken to safeguard valuable articles such as those which contain precious metals.

(b) Where practicable firing keys, masthead flashing keys, etc., which are fitted with platinum contacts are to be placed under lock and key.

(c) When the platinum contacts are found to be missing, the matter is to be investigated immediately, and where applicable action is to be taken as in Article 1810.

(G. 9203/23.)

**1810. Thefts.**—All losses of stores or materials of any description belonging to His Majesty's Naval Service known or believed to be due to theft are to be reported to the Admiralty as soon as possible after the discovery of the loss, whether the articles have been recovered or not, with full particulars of the articles and precise information on the following points :—

(a) The circumstances in which the articles were stolen or believed to have been stolen, together with the date of loss and their value.

(b) In whose custody the articles were at the time of the actual or supposed theft.

(c) Whether any inquiry was held and with what result.

(d) Were the articles recovered and if not, what steps have been taken to recover them.

(e) Were the local police informed, and if so, with what result. Copies of police statements should be forwarded.

(f) Cancelled.

(g) Cancelled.

(h) Whether any persons \_\_\_\_\_ are considered to have been negligent within the meaning of Article 1373 (c). If so, the names of the persons concerned should be reported.

(i) Whether local disciplinary action has been taken. If so, full particulars should be furnished.

(N.S. 6078/23.)

\* \* \* \* \*

#### SECTION IV. SUPPLY OF STORES AND PROVISIONS TO, AND RECEIPTS FROM FOREIGN POWERS, OTHER DEPARTMENTS, &c.

**1812. Supplies to other than H.M. Ships.**—Unless specially ordered to do so the Captain is not to spare any stores, fuel or provisions to a ship-of-war, of a foreign power or to any merchant ship without evident necessity, and satisfactory proof \_\_\_\_\_ that the stores cannot be secured otherwise; he is always to report the full particulars to the Admiralty. The report is to be prepared in duplicate, one copy being sent to the Store Department of the Admiralty concerned, and the other to the Accountant-General of the Navy. Every endeavour should be made by the local officers to obtain payment in sterling at the time of supply.

but if this cannot be arranged a written undertaking to pay in sterling the amount shown on the Voucher S. 134d (see Art. 1815) should be obtained.

In regard to supplies for which repayment is obtained at the time, the report should indicate the method of recovery, and, if repayment is made in cash, the number and date of the voucher to the Cash Account in which recovery appears.

(N.S. Fuel 3358/22.)

\* \* \* \* \*

**1816. Coal or other Fuel expended for Colonial purposes.**—Whenever a ship is specially employed, on the requisition of a Governor or other colonial authority, in conveying any officer or persons belonging to a colony, or upon any other similar purely colonial service, the cost of the fuel expended while so employed shall be borne by the Government of the Colony to which such service is rendered, unless the colony is specially excepted; a separate account is therefore to be kept of the fuel expended on every such occasion, with a view to a claim for the cost of the same being raised against the colonial authorities, by the Accountant Officer on the completion of the service.

2. This rule is not intended to apply to a passage on general service made by a ship from one part of a station, in order to perform some colonial service in another part, but only when the expenditure is rendered necessary for special colonial service on a colonial requisition.

3. The cost of the fuel is to be calculated, at the local rate at which supplies would be obtainable from commercial sources at the period during which the services required are carried out, without the addition of percentage charges.

4. The Captain is to cause the fuel thus expended to be distinguished in the engineer's abstract statement, with a notation on the credit line of entry therein showing whether or not the value of the fuel has been recovered locally; a return of the quantities consumed, and of the local rates at which the issues have been computed, duly approved by the Captain, and certified by him to be an accurate record of the quantities expended for the service, is to be forwarded as a debit voucher with the cash account of the month in which the amount is received; and a duplicate of this return is to be sent to the Commander-in-Chief.

5. Should the amount not be recoverable locally, a special report is to be made to the Commander-in-Chief for the information of the Admiralty, giving the same particulars as to the service performed, and the quantity and cost of the fuel expended, in order that the value may be recovered through the Colonial Office.

6. Claims for the expenditure of fuel by His Majesty's ships are only to be raised against colonial authorities when any persons conveyed or services performed have been in discharge of duties which are strictly colonial.

7. No claim is to be raised for fuel expended when one of His Majesty's ships is employed in conveying the Governor-in-Chief of a colony to his subordinate governments, but this exception is not to extend to the conveyance of a Governor-in-Chief to ports within his immediate government. (N.S. 18980/21.)

#### SECTION V. STATIONERY.

**1817a.** Stationery will be supplied to Flag Officers and Senior Officers, H.M. Ships and Establishments, and Naval Services generally for the conduct of duties in the Public Service. (See 1790, Clauses 3 and 4. *Established forms and books of reference.*)

2. **Flag and Senior Officers** will be supplied on demand on Form S. 605, and demands should be for such quantities which, together with the items of Stationery estimated to remain at the expiration of the period covered by the previous supply will meet requirements for 6 months. Flag Officers and Commodores proceeding on Foreign Service may demand Stationery in advance to meet expenditure over a period of 12 months. Quantities necessary for signal duties should be indicated on demands apart from general stationery.

3. A Flag Officer or Senior Officer on relinquishing a command should, if circumstances permit, hand to his successor, or other Officer representing him, the stationery remaining in hand at the time, for subsequent use of the command.

4. **Engineer Rear-Admirals and Engineer Captains** borne for duty with the Fleets will also be supplied.

5. **H.M. Ships** will be supplied with stationery to meet requirements in the performance of the public duties of the Captain (including that necessary for signal purposes); also to meet requirements of the heads of departments of the ship, and that necessary for school purposes and for use in tenders. Binding of ships' books will be provided for on demand as circumstances may require.

6. On being commissioned, ships will be provided with a first supply without demand to meet requirements over a period of 6 months. Demands for replenishment should be forwarded every three months thereafter to complete stock on board to 6 months' requirements. Demands should be made by the Accountant Officer on Form S. 1310, D. 2., addressed to the Keeper of Stationery and Printing, Admiralty, in sufficient time to enable supply to reach the ship by the date required. A three months' supply will be made to ships temporarily commissioned.

(Sta. 11936/17.)

7. On a ship being paid off and recommissioned, the remains are to be transferred to the new Accounting Officer, who may either forward a demand at once to complete to six months' requirements, or defer the demand until the usual period has elapsed since the last demand was forwarded during the old commission. The remains on board at the time of forwarding the demand should always be shewn.

8. On a ship being paid off for refit the stationery remaining should be retained on board if the Accountant Officer remains in the ship; otherwise it should be forwarded to the Officer-in-Command of the General Dépôt, if the ship is paid off

a Home Port, or to the Naval Store Officer of the nearest Dockyard, to be used to meet Service requirements. A statement of the quantities returned is to be forwarded to the Admiralty (Stationery Branch).

9. The Accountant Officer on being superseded is to hand to his successor the quantities of stationery remaining in hand, the succeeding Accountant Officer giving a receipt for the same.

10. Local Charges for the purchase of stationery, for printing, or for hire of typewriters, are not to be incurred except in urgent circumstances. Should the Admiralty not be satisfied that the circumstances justified the local expenditure the difference between the actual cost and that which would have been incurred the supply had been obtained in the regular manner will be charged against the responsible Officer. In no circumstances are typewriters to be purchased.

11. Established forms and books will be supplied from the R.N. Store Dépôt, West India Docks (see 1790, Clause 4). Should any Officer in command of a station Squadron consider that any form should, for the good of the service, be included in the established list he will make a special representation to the Admiralty setting forth fully his reasons. Forms not established but which are required to carry out the Service are to be processed locally as far as possible.

12. School Stationery.—In every ship in which a Naval Schoolmaster is borne, a competent person detailed to perform the duties, necessary stationery is to be supplied by the Accountant Officer to the Chaplain for the use of men and boys attending the school, and of the Schoolmaster; if no Chaplain is borne the supply is to be made to the Officer superintending the school work. The stationery is not to be supplied each quarter unless the Captain is satisfied that it is required for the efficient working of the school.

13. School Books.—Arithmetic and other school books are also to be issued by the Accountant Officer. (See 656, Clause 2.)

## CHAPTER XLVII.

### SURVEYS AND STOCKTAKINGS OF STORES.

#### SECTION I. SURVEYS ON BOARD BY SHIP'S OFFICERS.

##### ARTICLE 1818.

\* \* \* \* \*

2. Defective Stores.—The report of Survey (Form S. 331 for Naval Ordnance, Torpedo, and Naval Stores and Form S. 330 or M. 176 for victualling, &c., stores), when signed by the surveying Officer is to be submitted for the approval of the Commanding Officer who will give such directions on it as he may see fit. On Form S. 331 the certificates as to survey and disposal of stores are to be shown in manuscript. If stores are to be returned, the report, with the Commanding Officer's directions noted on it, is always to accompany the articles returned as the authority to the officers of the civil establishment to receive them. (N.S. 14282/17.)

\* \* \* \* \*

#### SECTION II. NAVAL AND NAVAL ORDNANCE STORES—AS TO QUALITY.

1828. Surveys of Naval Stores Afloat.—When a ship is away from a port, unserviceable naval stores are to be surveyed on board if they are not to be returned direct from the ship or her boats or tenders, but are to be sent by another vessel. Copies of the reports of such surveys (Form S. 331) are to be sent direct to the Store Officer, so as to arrive before the articles are landed. See 1818 (Survey on board). (N.S. 13913/20.)

## SECTION III. CHAIN CABLES, STEEL WIRE HAWSERS, DISMOUNTING CHAINS OF HEAVY GUNS, &amp;c.

## ARTICLE 1829, Clause 1.

\* \* \* \* \*

(b) *Ships which generally lie at moorings, Torpedo Boat Destroyers and Flotilla Leaders.*—Survey is to be held annually. A half-yearly examination is, however, to be made of all joining and anchor shackles when the pins and bolts are to be removed, greased, and replaced; the fact of such examination having been made is to be entered in the ship's log.

(N.S. 19336/22.)

\* \* \* \* \*

4. Report.—The \_\_\_\_\_ report (Form S. 194) marked "original," duly signed and approved, is to be dealt with as follows:—

In Ships and Vessels in which the Central Storekeeping System is installed. Retained by the Boatswain and forwarded with his Fixture List when closed.

In other Ships and Vessels ... Placed in the Guard Book for vouchers and transmitted to the Admiralty with the Boatswain's Store Account when closed in the usual manner.

(N.S. 7348/23.)

\* \* \* \* \*

1831. *Re-testing Chain Cables.*—The chain cables of every sea-going ship, and of every harbour ship not at permanent moorings, will be re-tested in the proving machine, when practicable, and afterwards subjected to the usual strict and minute examination every three or four years from the date of their original supply, by dockyard officers. The chain cables of torpedo boat destroyers and flotilla leaders will be re-tested every four years.

(D.39313/20.)

\* \* \* \* \*

## SECTION IV. NAVAL STORES AND FIXTURES, AND NAVAL ORDNANCE STORES—AS TO QUANTITY.

## ARTICLE 1835.

\* \* \* \* \*

3. Forms for reporting results of stocktaking and test verifications are included in the Abstract statements and lists of fixtures. See memorandum Form S. 117E, for detailed instructions.

(N.S. 13913/20.)

\* \* \* \* \*

## CHAPTER XLVIII.

## RETURNS AND CORRESPONDENCE.

## SECTION I. RETURNS AND ACCOUNTS IN GENERAL.

## Article 1841.

\* \* \* \* \*

2. It is important, both for organisation and discipline and for the general convenience of officers and men, that all their official documents should be sent with them to the ship to which they are discharged. This is specially necessary for ships newly commissioned and drafts to ships abroad.

The papers referred to are :—Transfer lists, conduct sheets, medical and dental history sheets, service certificates, gunnery, torpedo, and other history sheets.

3. If it is not possible to send with a draft all the papers detailed in Clause 2, reference sheet is to accompany the draft, giving a list of all papers not forwarded and, briefly, the reason why they do not accompany the draft. Such papers are to be forwarded at the earliest possible date afterwards.

Postal packets containing these papers are to be registered.

4. On ratings being received from another ship, their papers are to be mustered immediately and application made to the ship from which the men were received for any papers which do not accompany them concerning which no explanation has been received from the discharging ship.

(N.P. IV./1167/20.)

## SECTION II. MISCELLANEOUS BOOKS AND RETURNS.

**1847. Secret and Confidential Books and Documents, and Books "For Official Use only."**—Every care is to be taken in the handling of secret and confidential books and books "For Official Use only," in order to prevent their loss of their falling into improper hands. All persons in possession of confidential books or documents should make themselves acquainted with the detailed instructions as to distribution, registration, custody, destruction, &c., which are embodied in C.B. Form U. 2D.

**2. Personal Copies.**—Personal copies of certain secret and confidential books and documents are issued to officers and will be held by them on direct charge from the Admiralty. Personal copies will be dealt with independently of copies issued for the service of the ship. Whenever an officer quits His Majesty's Service from any cause whatsoever, whether by resignation of his commission or warrant, or by dismissal by sentence of court-martial or otherwise, or if he is placed on the retired pay or pension list, or dies while on active service, or is discharged to a naval hospital or to sick quarters, his Captain is to ascertain what personal copies of the above-mentioned books are in his possession or among his effects, and is to obtain such personal copies and return them to the Secretary of the Admiralty by the first convenient opportunity. Officers who are not employed when quitting His Majesty's Service as above described are to return all personal copies which may be in their possession direct to the Secretary of the Admiralty.

**3. Books not to be taken away from Ships.**—No Officer or man is to take away from the ship in which he may be serving any copy or copies of any secret or confidential book or document which may have been issued for the service of the ship and the greatest care is at all times to be exercised to prevent any such books from falling into improper hands, or being mislaid or lost. Failure on the part of a person belonging to the Royal Navy to whom any such book may have been issued or lent, either to produce the book or to render a satisfactory account of the same when called upon to do so, will be regarded as a disciplinary offence indicating a grave neglect of duty, unless it can be shown that the loss of the book is due to an accident beyond the control of the person to whom it was issued or lent.

(M. 44168/29.)

**4. Keys of Steel Chests.**—When the keys of chests for confidential documents are carried on the person, care is to be taken that such keys are safely secured by some suitable means to prevent them being lost. Detailed instructions for the custody of keys are given in C.B. Form U 2 D.

5-17. Cancelled.

(N.L./N.S. 6608/22.)

**1849. Disposal of Logs.**—In battleships, battle cruisers, cruisers, light cruisers, destroyer and submarine depot ships, minelayers, repair ships, aircraft carriers and sloops (excepting stationary ships and ships temporarily commissioned), the original log (S. 321) received by the Captain from the Navigating Officer in accordance with Article 1026 is to be kept in the ship until she is paid off, when it is to be forwarded by the Captain to the Deputy Cashier in charge, Royal Victoria Yard, Deptford, for custody as a permanent record.

(N.L. 8490/22.)

2. Cancelled.



3. The log books of other ships and of ships temporarily commissioned are to be rendered on Form S. 321A and are also to be sent to Deptford on completion.

\* \* \* \* \*

5. **Monthly Copy of Log.**—A complete copy of the log on Form S. 321B, is to be forwarded monthly from every ship belonging to the classes specified in Clause 1 of this Article when on a foreign station or in full commission in home waters.

The copy is to be made under the immediate direction and responsibility of the Navigation Officer (Article 1026), who will certify that it is a complete copy of the original log. It is to be signed by the Captain and forwarded by him to the Commander-in-Chief, by whom it is to be transmitted to the Secretary of the Admiralty as soon as it shall be no longer necessary to keep it on the station for purposes of reference.

(N.L./M. 33100/21.)

\* \* \* \* \*

1850. **Captain's Ship's Book or Captain's Ship's (Guard) Book.**—While the ship is in commission the Captain's ship's book, or Captain's ship's (Guard) book (for small vessels) is to be kept under the immediate supervision of the officer in command as directed therein, and is to be produced with the other ship's books for examination by the Inspecting Officer at the periodical inspection of the ship.

2. When a ship is paid off at a home yard for refit the Captain's ship's book, or Captain's ship's (Guard) book, is to be transmitted by the Captain to the Admiralty (S. Branch) for examination. After examination the book will be returned to the dockyard at which the ship is being refitted or repaired for the insertion of any necessary forms or information previous to re-issue to the ship.

(S. 4589/22.)

\* \* \* \* \*

1851. **Reports on Officers.**—Reports on Rear-Admirals are to be forwarded as directed in Clause 1a; reports on other officers are to be rendered in accordance with the instructions on Form S. 206.

1a. **Rear-Admirals** serving under Senior Officers are to be reported upon confidentially, during their service in their first appointments as Flag Officers. Those who have previously served as Rear Admirals in shore appointments are also to be reported on in their first appointment afloat.

The reports are to be rendered :—

- (a) On the Junior Officer being superseded.
- (b) On the Senior Officer being superseded.

The form of the report is left to the Reporting Officer, who should give his views fully, but he is to furnish definite information regarding :—

- (i) The Rear-Admiral's fitness for the command held by him.
- (ii) His fitness for further employment in a new command—
  - (a) Afloat.
  - (b) On shore.

(C.W./16.)

\* \* \* \* \*

4a. A Commodore in charge of the R.N. barracks at any of the home ports, upon being superseded, need render reports only on heads of departments and other officers who have come under his immediate supervision or under his notice for misconduct or inefficient performance of their duties; the reports on the remaining officers of the Royal Naval barracks which are initiated by the responsible heads of departments, being forwarded when either the head of a department or any of the officers under his orders leaves the dépôt, and annually where required.

(C.W. 11214/21.)

\* \* \* \* \*

6a. Reports on War Staff Officers are to be rendered as laid down in Article 224a, Clause 5.

66. Reports on Navigating Officers are to be rendered as laid down in Article (C.W./Training 876/19.)

6c. Officers in Shore Appointments.—Reports on Form S. 206 are to be rendered the 31st December each year, and on supersession, upon all Officers serving in Admiralty, in H.M. Dockyards or other Shore establishments, including Engineer Officers and any retired Officers who may be serving.

(C.W. 22855/17.)

7. On Officers of Dominion Naval Forces.—Officers of Dominion Naval Forces serving in His Majesty's ships are to be reported on in the same manner and on the same occasions as officers of the Royal Navy, the reports being rendered on Form 206, and forwarded to the Admiralty in the usual way.

(C.W. 1603/13.)

1854. Men passed for Regulating Petty Officer.—When any man passes for Regulating Petty Officer, a report of passing, together with a copy of the man's service certificate, is to be sent direct to the Commodore of the dépôt to which the man is attached.

When a vacancy occurs for the promotion of a Regulating Petty Officer a report is to be made to the Commodore of the General Dépôt to which the ship is attached, that the necessary promotion may be made.

2. Half-yearly Report on the Regulating Branch.—A half-yearly report on the character and ability of all the Regulating ratings is to be forwarded, on Form 507A, to the Commodore of the dépôt to which the ship is attached.

(N. 2168/19.)

1855. E.R.A.'s and Mechanicians qualified for Advancement.—Whenever an Engine Room Artificer or Mechanician becomes eligible by service to be rated Chief Engine Room Artificer or Chief Mechanician, respectively, the fact is to be reported on Form S. 507 with a special statement as to whether the man is in all respects qualified for the superior rating.

(N. 5664/18.)

1857. Birth or Death.—When a birth or death occurs on board any of H.M. ships in commission the Captain is to record in the log book the particulars of the birth or death, as directed in Article 1025, Clause 3, and so soon as possible is to send Form S. 544, duly completed, to the Registrar-General of Births and Deaths in England, Scotland, the Irish Free State or Northern Ireland, in accordance with the instructions on the back of the form. See 1571 (*Deaths on Special Active Service*).

(N.L. 3976/23.)

2. When a death occurs on board a hospital ship or other uncommissioned ship, the Master of the ship will report the death to the Registrar-General of Shipping and Seamen.

3. When a death occurs in a Naval Hospital or sick quarters on shore, the officer in charge of the establishment is to report the death to the local registrar on the special form provided for the purpose.

4. When a death has occurred on a ship and the body is brought ashore for burial on shore, it is not necessary for any certificate from the local registrar to be produced at the burial, nor has the local registrar any authority to issue one, as the death has not occurred within the limits of his sub-district, but it is the duty of the person who buries the body or performs any funeral service for the burial to give notice of the burial in writing to the local registrar; this notice is to be in addition to the report to the Registrar-General provided for in Clauses 1 and 2.

1861. Admiralty Fleet Orders are to be issued from the office of the Commander-in-Chief or local distributing authority. Ships on detached service will receive supplies direct from the Admiralty.

(E.F.O./18.)

\* \* \* \* \*

(† To take effect from 1st January, 1924.)

## SECTION III. CORRESPONDENCE.

**1863. By Junior Flag, etc., Officer to Admiralty.**—No Junior Flag or other Officer in Command of a Squadron or of a single ship, while serving under the orders of a superior officer, shall communicate direct with the Secretary of the Admiralty on matters of importance or in which principle, secrecy or controversy is involved except he be specially instructed to do so. All such correspondence for the information or consideration of the Lords Commissioners of the Admiralty, is to be addressed by him to his superior officer, who, should he think fit, will forward it with such remarks as he may see occasion to offer thereon. If any circumstances should occur, or any intelligence be obtained which ought, in such junior officer's opinion, to be communicated to the Admiralty sooner than the report could reach if made through his superior officer, he is still to address his report to such superior officer, but he will transmit a copy direct to the Admiralty, by the earliest safe conveyance, informing his superior officer of his having done so.

**2. Flag and other Officers in command of a Squadron or of a single ship** may communicate direct with the Secretary of the Admiralty and Heads of Admiralty Departments on routine and unimportant matters and for such correspondence the memorandum form of communication or reference Sheet is to be used.

(M. 10247/23.)

## ARTICLE 1864.

\* \* \* \* \*

**2. Formal and routine enquiries** may be addressed by reference sheet by General Depôts at the Ports and by Harbour Establishments generally, direct to the Department of the Admiralty dealing with the subject, provided that care is taken that communications, in which matters of principle are involved, are forwarded through the Commander-in-Chief or Senior Naval Officer. The classes of subjects, concerning which direct correspondence between the Depôts and Establishments and Admiralty Departments is permitted, are at the discretion of the Commander-in-Chief or Senior Naval Officer.

(M. 10247/23.)

**1864a. Correspondence on question relating to pay and accounts.**—Correspondence on purely routine matters connected with Pay, National Health Insurance, Allotments and similar subjects may be carried on by the Accountant Officer of the ship, etc., with each other and with the Accountant-General of the Navy. Such direct communication is limited to matters involving no question of principle, discipline or controversy. When any matter of principle, discipline or controversy is involved, the correspondence is to be signed by the Commanding Officer and forwarded in accordance with Article 1864.

(M. 10247/23.)

## ARTICLE 1865.

\* \* \* \* \*

**2. Acknowledgments.**—Admiralty letters are to be acknowledged only in cases in which a request to that effect is inserted in the letter.

Correspondence from Commanders-in-Chief and Senior Naval Officers abroad will be acknowledged by letter at convenient intervals. If for any special reason a telegraphic acknowledgment is desired, a request to that effect is to be inserted in the letter requiring this special treatment.

(M. 10247/23.)

\* \* \* \* \*

**8. Covering Letters.**—Letters merely forwarding accounts or documents to the Admiralty departments are unnecessary, but any explanation that may be requisite to elucidate or explain accounts or documents transmitted, or with regard to delay in their completion, is to be given in a special letter which is to accompany them, to prevent unnecessary correspondence and delay.

In forwarding reports to the Admiralty with a covering submission only, use is to be made of available space at the end of the report.

**9. All lists of proposed alterations and additions, and other reports from the Fleet** dealing with suggested alterations and additions, etc., or which might involve work on Ships, are to be forwarded in copyable ink. Hektograph ribbons and hektograph carbons should be used in such cases.

(M. 10247/23.)

## ARTICLE 1866.

(a) **Marking of Cover.**—All official correspondence should be so marked on the letter cover as to enable it, in the event of non-delivery, to be returned to the sender without being opened in the post.

(M. 12291/14.)

(aa) **"Secret" or "Confidential."**—Letters, &c., which it is considered should be treated as secret or confidential are to be so marked. When despatched they are to be enclosed in envelopes marked "Secret" or "Confidential" and sealed, and further enclosed in an unmarked addressed envelope. Letters so marked could be sent by Registered Post, except when the secrecy of the communication renders it imperative that it should be sent by the hand of an officer. Detailed instructions as to the treatment of confidential documents are contained in C.B. Form U. 2 D.

**NOTE.**—The following sections in particular of C.B. Form U. 2 D contain matter which is relevant to all confidential documents:—

- "Books not to be taken away from Ships."
- "Books lost or missing."
- "Books to be kept locked up."
- "Destruction in an emergency."
- "Conveyance of books."

(M. 44168/20.)

(f) **Clearness.**—All letters are to be clearly and legibly written or typed on a typewriter. Not more than 20 lines of manuscript, or 30 lines of type-writing, are to be inserted in one page.

When remarks or reports are continued on an original communication, each report or minute is to be numbered consecutively and the paragraphs of each communication are also to be numbered where there is more than one paragraph.

(M. 10247/23.)

(n) **Models, Plans, &c.**—All models, plans, or specimens are to have the name and address of the person who forwards them affixed thereto, with a reference to the date of the letter, or other explanatory document, which may accompany them.

Drawings, charts, tracings, &c., forwarded with letters are to be signed by the officer responsible for their correct preparation. They should also bear the name of the ship or office of origin.

(M. 51520/16.)

**1870. Telegrams.**—With a view to economy, telegrams are to be expressed as concisely as is consistent with clearness, particular care being taken to omit every superfluous word. When a letter will answer the purpose a telegram is not to be sent.

Detailed instructions as to the wording, &c., of telegrams are contained in the Signal Manual.

(E.F.O. 11100/20.)

## 2. Cancelled.

(M. 12972/13.)

**7. General Instructions as to Telegrams.**—The following instructions are also to be observed, viz.:—

(a) Telegrams sent by, or at the request of, Officers applying for leave, supersession, exchange, or on other points entailing a modification of the rules of the Service for their own convenience, and the answers thereto, will be charged to such Officers at the full ordinary rate. The cost is not to be included in the cash accounts rendered by His Majesty's ships or establishments, but is to be recovered at the time from the Officers or private individuals concerned.

If, however, an Officer is at a place far distant from the ship from which the telegram is sent, the amount may be brought to account as a charge against him, but he is to be requested to refund it at once, in order that the transaction as a whole may appear in the same account.

(b) Telegrams addressed to the Admiralty, or to other naval headquarters are not to be repeated to other Departments of Government nor to individuals. It is to be understood that the information contained in such telegrams will be communicated to all concerned by the proper department.

(M. 42236/20.)

**1871. Telegrams at Home.**—As telegrams on the public service are sent by the post offices in the United Kingdom without pre-payment, officers sending such telegrams are not to make any payments on account thereof, and they will receive such messages free of charge for either transmission or portage. The cost of messages on Naval Service is, however, recovered from the Admiralty by the General Post Office, and to facilitate the financial adjustment between the Departments, the Home Station has been divided into groups, and the senders of such messages are to be careful to see that the telegram forms are marked with appropriate group letters (A.B.C., &c.) as may be announced from time to time in Admiralty Fleet Orders.

(M. 20826/22.)

\* \* \* \* \*

**1873. Mail Arrangements.**—Mail addresses of H.M. ships are arranged by the Admiralty, and not by the Post Office.

2. Commanding Officers of H.M. ships should forward any communications regarding their mail arrangements to the Admiralty through the naval mail office, if lying at a port where there is a naval mail office, otherwise to the Admiralty direct. On foreign stations requests should be sent direct to Admiralty or through the District Intelligence Officer as arranged by the Senior Naval Officer on the station.

3. Communications as to changes of address should state either the latest mail by which correspondence should be despatched from London, or the latest time at which the correspondence should be received at the port of departure.

4. Communications as to mail addresses should not, in any circumstances, be addressed to the General Post Office; but H.M. ships should, before leaving a port where there is no naval mail office, arrange with local Postmasters for the re-direction of any mails which may arrive after their departure.

(M. /20.)

## ARTICLE 1874.

\* \* \* \* \*

8. To save trouble and delay to the Post Office, letters and packages should not be despatched loose in mail bags from His Majesty's ships, but should, when practicable, be tied in bundles, with the addresses facing in one direction, and with the stamps in the top right-hand corner.

(M. 2567/11.)

## CHAPTER XLIX.

**PRIZES AND PRIZE MONEY (INCLUDING AWARDS FOR SPECIAL SERVICES). PRISONERS OF WAR.**

## SECTION

- I. Prizes.
- II. Prize Money.
- III. Prisoners of War.

## SECTION I.—PRIZES.

**1875. Guide for Officers.**—In all matters connected with naval prize of War, officers are to be guided by such instructions as may be furnished them by the Admiralty from time to time.

**1876. Expenses of sending in Prizes.**—Payments from Naval funds for expenses sending in prizes should be avoided as far as possible. Where expenses are necessarily incurred, or coal or stores supplied, full particulars of the services and circumstances should be shown on Vouchers. Claims for dues and services at the port of adjudication should be referred to the Marshal of the Court in which proceedings are instituted, and a memorandum of any expenses paid from naval funds, supplies made, should be given to the Marshal.

## SECTION II.—PRIZE MONEY.

**1877. Definition.**—The term Prize Money includes all awards distributable under the Naval Agency and Distribution Act, 1864, *i.e.*, prize, prize bounty, salvage (see 1889 and 1893), awards for seizures under the Slave Trade, Foreign Enlistment, Kidnapping, Pacific Islanders Protection, Customs, Merchant Shipping and Piracy Acts, or other special service in respect of which any reward is payable.

**1878. Legal Expenses under Naval Agency Act.**—Where any proceedings shall have been instituted in any court by, or on behalf of, any of His Majesty's Ships, in respect of any of the matters referred to in Art. 1877 (other than Prize of War) in which an award may be payable, the liability for the legal expenses incurred in such proceedings rests in the first place with the Captain of such ship. Where the Captain shall be unable himself to pay such legal expenses or to obtain the necessary advance from or negotiate a bill for the amount on the ship's agent, he will be at liberty to demand from the Accountant Officer an advance of public money for the purpose. Such advance, which must not exceed £100, is to be debited by the Accountant Officer in the ship's ledger against the pay of such Captain, and must be specially reported to the Admiralty.

2. When an award is made, the taxed costs and expenses of the captors are defrayed therefrom before its distribution.

**1879. Reports.**—Whenever a capture shall have been made, or any service performed by a ship, for which an award has been made, or for which it is expected that an award will be made, or in respect of which proceedings have been instituted, report of the circumstances is to be made to the Admiralty.

2. The Captain is also, except for Prize of War, to transmit to the Admiralty for the Accountant-General—

(a) A complete list of all the Officers, seamen, marines, boys and other persons actually on board on the occasion, specifying therein whether any other ship, including those of His Majesty's allies, was in sight at the time, and entitled to share, the name and description of the prize, etc., and also the place and date of the capture or service; a special notation being made against the names of all supernumerary officers above the rank of Midshipman, who were doing duty by order at the time. This notation is also to be made against their names on the ledger for the period.

(b) A complete list of all persons who were absent on duty or otherwise at the time, specifying in each case the cause of such absence.

3. Each list is to contain the rank or rating of each person named therein, his number on the ship's books, and, in the case of petty officers, seamen and boys, their official numbers as well, and is to be signed by the Captain and three of the chief officers on board, of whom the Accountant Officer is to be one.

4. The date of the capture and condemnation of the vessels or slaves is to be inserted on all vouchers for the supply or expenditure or provisions, clothing or stores for the vessels or the slaves captured.

5. Any money which may be received in His Majesty's Ships as a reward for any of the special services referred to in this Chapter is to be taken on charge by the Accountant Officer in his cash account, under the head "Naval Prize Remittances."

**1879a. Distribution.**—All awards of prize money are distributable solely by the Accountant-General, according to the Prize Proclamation, or in such other manner as the Admiralty may direct.

2. Any Captain or other person making unauthorised distribution on the spot of any such money will be held personally liable to make good the £5 per cent. payable to the naval prize cash balance, and for any shares omitted or inadequately paid.

3. The scale of prize money to the ship's company and Marines is given in Column 3, Appendix XV, Part I.

4. Applications for prize and salvage money are to be made to the Accountant-General on Form S. 540.

5. **Assignments.**—No assignment of prize or salvage money may be made in respect of any advance or consideration.

6. **Shares not claimed** or to which a claim has not been proved to the satisfaction of the Admiralty shall be deemed to be forfeited after the expiration of six years from the 1st day of April following the date when the award first became distributable, but until the relative accounts have been finally closed (forty years after the date of distribution) the Admiralty may, if good cause be shown, remit such forfeiture.

### SECTION III.—PRISONERS OF WAR.

**1880. Register of Prisoners of War.**—The Accountant Officer will keep a register of all prisoners taken from prizes captured in war who may be received in the ship, in order that a perfect record may be kept of all prisoners so taken, and a return is to be rendered to the Admiralty monthly in the same form, in order that the requisite information may be preserved. *See 27 (Treatment of Prisoners of War.)*

(O.II./521/23.)

## CHAPTER L.

### QUARANTINE AND CUSTOMS REGULATIONS.

#### SECTION II. CUSTOMS.

**1884. Customs Regulations and Concessions.**—The principal articles liable to Customs duty in the United Kingdom are tobacco (including cigars and cigarettes), spirits (including cordials and perfumes), wine, beer, tea, coffee, cocoa, chocolate, dried fruit, sugar and goods containing sugar (such as jam), and matches. The importation of certain other articles is totally prohibited, *e.g.*, tobacco stalks, extracts of coffee, chicory, tea or tobacco, foreign and imitation coins, copyright works printed abroad. All such dutiable or prohibited articles must be declared and produced to the Customs Officers on demand, and must not be shipped, unshipped or landed except under regulations jointly approved by the Admiralty and the Board of Customs. Officers and men are to bear in mind that the concessions allowed to the Navy are considerable, and that attempts to evade the regulations may not only expose the actual offender to serious penalties, but also endanger the continuance of the concessions generally.

2 and 3. *Cancelled.*

(N.L. 21716/20.)

**1884a. Non-observance of Customs Regulations.**—Any officer belonging to His Majesty's Navy, and borne on the books of, or embarked for passage in, any of His Majesty's ships, who shall fail to comply with, or who shall commit a breach of, the Customs Regulations, either by smuggling, or attempting to smuggle, dutiable goods, or in any other way evading or attempting to evade such regulations, will incur the severe displeasure of the Admiralty; and if the Captain shall discover any such officer to have been guilty of any breach of the Customs Regulations as aforesaid, he shall acquaint the Senior Officer, who will give such directions for the investigation of the breach of the Regulations and for any necessary disciplinary action as may be required.

1a. Senior Officers are to forward to the Admiralty a quarterly return, showing all offences committed against the Customs Regulations by Officers, giving very brief details and the disciplinary action, if any, which has been taken.

(N.L. 18795/18.)

2. On receipt of a report in writing from the Customs authorities that any member of the crew has committed a breach of the Customs Regulations, the Captain shall investigate the matter and take such necessary disciplinary action as the circumstances of the case may require.

3 and 4. *Cancelled.*

(N.L. 54986/18.)

5. **Notice as to Dutiable Goods.**—A notice is to be posted in conspicuous parts of His Majesty's ships to the effect that dutiable goods unshipped or landed without the authority from the Customs Officers, are liable to seizure, and the offending persons to naval punishment or to prosecution.

1885. **Assistance to Customs Officers.**—Under the law a Customs Officer has as the right to go aboard His Majesty's ships and search every part for contraband. Commanding Officers are to render every assistance to the Customs Officers in carrying out such searches.

2. When Officers of the Customs arrive on board one of His Majesty's ships in pursuance of their duty, the Captain is to give them every possible assistance in discovering such articles of contraband as may be on board, and is to take care that they are allowed to execute their duty without obstruction. The Board of Customs, on the other hand, engage that their officers will exercise their right of search with discretion, and will only proceed to a detailed and exhaustive search on receiving information which would render such a course desirable.

3. On arrival on board the Customs Officers will report themselves to the Officer of the Watch, who is to detail a Petty Officer (a member of the Ship's Police, if one is available) to accompany the Customs Officers while their search is in progress.

4. When the Customs Officers have finished their examination they will, accompanied by the Petty Officer detailed in accordance with Clause 3, see the Officer of the Watch before leaving the ship, and, for the purpose of prompt enquiry, furnish him with particulars of any irregularity discovered. This report may take the place of the written report mentioned in Article 1884a, Clause 2.

(N.L.II./61979/16.)

1886. **Stores allowed Duty Free.**—The dutiable goods specifically mentioned in Article 1884 may be shipped as stores duty free for messes and canteens on board His Majesty's sea-going ships and vessels in commission, subject to certain restrictions as to quantity of wines and spirits, and on the understanding that the stores are for consumption on board only. Sea-going tenders to such ships and vessels can only obtain duty-free stores through their parent ships, except that, when the tender is unable to ship sufficient stores to cover her period of absence from her parent ship, or is commissioned at a port where her parent ship is not present, dutiable stores may be shipped direct on the tender under the usual regulations.

**NOTE.**—The application for these stores and the shipping documents are to be countersigned by the Commanding Officer of the parent ship, and the shipment is to be duly recorded in the gangway wine book of that ship and in the Tender's log (see Clauses 2 and 3).

2. **Application for Shipment.**—When dutiable mess and canteen stores are required the authorised form of application is to be filled up, signed after due verification by the responsible commissioned officer, viz., the President or one of the caterers for Ward-room or Gun-room mess stores, or the Accountant Officer for canteen stores, and countersigned by the Captain or Commanding Officer, and forwarded to the merchant from whom the stores are ordered, for delivery to the Custom Officer concerned.

Particular attention is directed to the declaration made by the signing naval officers that the ship is entitled to duty-free stores and that the quantities requisitioned are not excessive.

3. **Receipt of Stores.**—All dutiable mess and canteen stores must be entered in the gangway wine book, Form S. 251 (see 845, Clause 1), which must be produced on request to Customs Officers. The shipping bills forwarded by the merchant must be completed by a receipt signed by the responsible commissioned officer and countersigned by the Captain or Commanding Officer, and be returned to the merchant. This receipt is accepted as evidence that the stores have been shipped, and the Board of Customs rely on naval officers verifying the particulars of dutiable stores before certifying to their receipt on board.



**4. Harbour Ships and Shore Establishments.**—Hulks, vessels permanently moored, shore establishments and stations, and tenders to such ships and establishments are not entitled to mess and canteen stores duty free, nor may such stores be transferred to them from duly qualified ships, but the existing concession under which wine may be shipped for the use of naval officers living and messing on board certain harbour and Dépôt ships is provisionally continued.

**5. Victualling Yard Stores.**—It is to be noted that Victualling Yard provisions are allowed duty free without special Customs permission to His Majesty's Ships, and also to such shore establishments as are on a list jointly approved by the Admiralty and Board of Customs, but not otherwise, except with special Customs permission.

Service tobacco is allowed duty free to His Majesty's ships; it is not allowed to officers and men serving on shore, except in a few Naval establishments, where the privilege has been specially conceded by the Board of Customs.

(N.L. 61979/16 & N.L./V. 2558/18.)

**1887. Conveyance of Packages.**—Packages are not to be received on board any of His Majesty's ships for conveyance without the knowledge and approval of the Captain. The Captain is to see that the contents are stated on the outside of all packages containing anything but letters, which are received on board for conveyance to the United Kingdom. If packages are made up into bags, the contents of all packages included are to be stated on the outside of each bag.

**2. Merchandise.**—So far as possible, such packages are to be limited to articles brought or sent by naval and military officers, and Government officials, to their friends, and the shipment of anything in the way of merchandise is distinctly forbidden.

**3. Parcels Book.**—If not intended to be cleared with baggage on arrival, the marks and stated contents, with the names and addresses of the shippers and consignees, are to be entered in a book (Form S. 568), which is to be initialised by the Captain at each port of shipment, and is to be produced, if required, to the officers of Customs at the port of delivery.

(M. 13276/14.)

**4. Landing Packages.**—Unless previously cleared on board, all such packages are to be landed within 48 hours of the ship's arrival in harbour, and removed to the Customs baggage warehouse to await the authority of the Customs for delivery.

(N.L. II./61979/16.)

**1887a. Arrival from a Foreign Port.**—On the arrival of one of His Majesty's ships from a foreign port (or from the Channel Islands) the Captain is to make the following returns to the Collector of Customs before any goods which have been shipped beyond the seas are taken out of the ship:—

(a) An account of all goods brought home in the ship (Form S. 216).

(b) A list of all mess and canteen stores, and private dutiable goods (Form S. 569).

**NOTE.**—Officers and men will be allowed to retain everything declared on this form (if the quantity is not excessive) on the understanding that it is only for use on board, and is not to be landed except under Customs authority. The Captain should discourage officers and men from having in their possession larger quantities of dutiable goods than could reasonably be wanted for their own use. Any of the ship's company found with dutiable goods not so declared may be held guilty of attempting to smuggle.

(c) A list of dutiable goods in the possession of each passenger (Form S. 569A).

**2.** These three forms are to be prepared in duplicate according to the instructions printed thereon, and one copy is to be given to the Customs Officer who boards the ship, or (if he fails to do so within 24 hours of the ship's arrival) sent direct to the Principal Officer of Customs at the port.

(N.L. II./61979/16.)

**1888. Unshipment and Landing of Dutiable Goods.**—The following rules govern the unshipment and landing of dutiable goods from His Majesty's ships, including shore establishments *mutatis mutandis*, and any breach of them without Customs permission may be treated as a smuggling offence. (In these rules tobacco includes Service and other tobacco, cigars and cigarettes.)

2. If it is desired to re-land mess or canteen stores for return to the merchant applying them, previous notice is to be given to the Collector or Principal Officer Customs at the intended port of landing, who will then make the necessary arrangements.

3. Except as provided in Clauses 2 and 6-10, officers and men may not unship land dutiable goods unless either :—

- (a) Duty has been previously paid to a Customs Officer on board ship, or
- (b) A Customs landing pass has been issued by a responsible Commissioned Officer.

4. **Payment of Duty on Board.**—Special visits of Customs Officers to His Majesty's ships or Naval Barracks for the purpose of taking duty may be arranged by the Commanding Officer with the local Principal Officer of Customs, but a visit cannot be guaranteed. Where duty has been paid on board, a landing pass is not required, but the receipt of the Customs Officer must be produced if asked for on or after landing.

(N.L. II./61979/16.)

5. **Customs landing pass.**—Special attention is called to the regulations printed on the form. These passes must be produced to any Customs Officer on request. They are not to be issued to Royal Naval Reserve or Royal Naval Volunteer Reserve officers or men while under training, or to naval ratings leaving the ship on discharge from the service or being transferred to a Shore Establishment for early discharge. Should these desire to land more than the duty-free allowance, they must give early notice to the Ship's Police who will arrange for the attendance of Customs Officer to receive the duty on board.

6. **Proceeding on Leave.**—Officers and men proceeding on leave must produce to the Customs Officers on demand all tobacco and other dutiable goods in their possession, but subject to this condition they may land for their personal consumption 1 oz. of tobacco a night for periods of leave up to six nights, or  $\frac{1}{2}$ -lb. for even nights or more, without payment of duty and without a landing pass. When H.M. Ships arrive from a Foreign Port, scent not exceeding  $\frac{1}{2}$  pint may similarly be landed duty free and without a pass.

7. **Proceeding to Hospital.**—Not more than 1 lb. of tobacco if declared on the sick voucher (Form S. 47) and no other dutiable goods whatever may be landed on proceeding to hospital. The tobacco, if correct, is passed duty free.

8. **Leaving Hospital.**—Tobacco taken from hospital on leaving must be declared on Form M. 22, which is to be signed by a hospital officer, and is then passed duty free. If no tobacco is taken, the fact must be stated on the form.

9. **Transfer by Land.**—Men transferred by land from one ship or establishment to another may take with them a maximum of 3 lbs. of tobacco each, duty free. Whenever such transfers take place, a form of Tobacco Permit (S. 1301), prepared in accordance with the instructions on the form, is to accompany the men, and must be produced to any Customs Officer on request.

10. **Landing on Duty.**—Dutiable stores when landed on the public service must be accompanied by a pass signed by the Commanding Officer (Form S. 263), showing the quantities, and this pass must be produced to any Customs Officer on request. The men's tobacco must also be shown on the pass.

(N.L. 54986/18.)

11. **Post parcels.**—No dutiable goods may be posted on board ship unless the full duty thereon has been previously paid to a Customs Officer, and his receipt obtained.

Private parcels posted from H.M. Ships are to have the name of the ship and the sender's name and number on ship's books clearly written on the outside. Commanding Officers should hold the Mail Corporal or the rating performing the duties of Mail Corporal responsible for checking the accuracy of the information noted on the parcel.

12. **Officers and Men Residing on Shore.**—The landing of tobacco or other dutiable goods for officers and men whose duties compel them to reside on shore is prohibited.

**13. Tobacco Stalks.**—Tobacco stalks or stems must not be landed from His Majesty's ships or thrown overboard when the ship is in harbour. They must be collected and handed over to a Customs Officer at intervals.

**14. Officer's Baggage.**—A locked bag sent ashore in charge of a servant or other person will as a rule be exempt from Customs examination if the owner makes himself personally responsible for its contents by sending with it a signed pass (Form S. 569c), which must be given up on demand, but the right of examination is retained. (N.L. 38152/19.)

## CHAPTER LI.

## SALVAGE.

**1889. Aid to Ships in Danger.**—All officers of His Majesty's ships are to afford every possible aid to vessels in danger, distress, or in want of casual assistance, and in saving life.

Public economy and policy, however, require that His Majesty's ships should not take action in this respect to the prejudice of any private ship that may be present and capable of affording effective help. (N.L./11926/14.)

\* \* \* \* \*

**1889a.** All articles other than those belonging to the Crown, found in or on the shores of the sea or any tidal water, are to be delivered to the Receiver of Wreck for the district. On foreign stations application for instructions as to the disposal of such articles should be made to the Colonial or Consular Authorities.

A report is always to be rendered to the Admiralty stating :—

- (a) Whether it is desired to make a claim for salvage;
- (b) In what respect the salvage was arduous or accompanied with hazard.

(N.L. II./41867/16.)

## CHAPTER LII.

## PENSIONS AND GRATUITIES TO OFFICERS.

## SECTION I. PENSIONS FOR WOUNDS AND INJURIES.

## ARTICLE 1898.

\* \* \* \* \*

**2. Marine Officers** are granted pensions and gratuities for wounds and injuries received in action, under the Regulations and on the scale laid down for corresponding Naval rank.

(N. 16034/21.)

**1899. Maximum Amounts, Commissioned Officers.**—The maximum pension to be recommended to His Majesty, in ordinary cases, for the loss of an eye, or a limb, or of the use of a limb, or for an injury, equivalent or nearly equivalent thereto, shall be according to the following scale :—

*Military Branch.*

	In Action.	Not in Action.
	£	£
Flag Officers . . . . .	Amount to be specially considered.	
Captains and Staff Captains . . . . .	300	250
Commanders . . . . .	260	200
Lieutenant-Commanders . . . . .	200	150
Lieutenants . . . . .	100	75
Sub-Lieutenants . . . . .	} 70	50
Mates . . . . .		
Mates (E) . . . . .		

(C.W. 8538/12 and C.W. 9246/13.)

**1908. Preliminary Survey.**—Officers who have received wounds in action or who have been injured on duty shall be surveyed before being granted compensation for such wounds and injuries.\* Survey will be held at the Admiralty or at one of the Naval Hospitals unless the officer is unable to travel, when other arrangements may be made.

(C.E. 8268/15.)

## SECTION II. GRATUITIES FOR WOUNDS AND INJURIES.

**1912. Mates, Mates (E.), Commissioned Warrant and Warrant Officers.**—Officers promoted from commissioned warrant or warrant rank who were injured before promotion are exempted from the regulation referred to in Arts. 1910 and 1911 requiring application to be made within five years.

(C.W. 8538/12 and C.W. 9246/13.)

## SECTION III. RETIRING PENSIONS TO COMMISSIONED WARRANT OFFICERS, WARRANT OFFICERS, AND COAST GUARD OFFICERS.

**1915-1918. Cancelled.**

(N. 8459/22.)

**1919. Cancelled.**

(N.P. I./1687/21.)

## SECTION V. GOOD SERVICE PENSIONS.

**1922. Numbers and Amounts.**—The following are the established good service pensions for Naval and Marine Officers:—

Flag Officers, 10 pensions of 300*l.* a year each, two of which may be held by Vice-Admirals and two by Rear-Admirals.

A year each.

Captains of the Royal Navy . . . . .	18 pensions of 150 <i>l.</i>
Engineer Vice-Admirals, Engineer Rear-Admirals who hold or may have held that rank on the Active List, and officers retired from the rank of Chief Inspector of Machinery . . . . .	2 pensions of 200 <i>l.</i>
Engineer Captains who hold or may have held that rank on the Active List, and officers retired from the rank of Inspector of Machinery . . . . .	2 pensions of 150 <i>l.</i>
Medical Officers . . . . .	3 pensions of 100 <i>l.</i>
Accountant Officers . . . . .	3 pensions of 100 <i>l.</i>
General Officers of Royal Marines . . . . .	6 pensions of 200 <i>l.</i>
Colonels and Lieut.-Colonels of Royal Marines . . . . .	4 pensions of 150 <i>l.</i>

(C.W. 8213/14.)

\* \* \* \* \*

**4. First and Principal Naval Aide-de-Camp.**—A Flag Officer appointed First and Principal Naval Aide-de-Camp to His Majesty shall not be allowed to hold any pension, unless it is a pension conferred for wounds or injuries received in the Service. If in receipt of a good service pension he shall give up such pension on appointment as Aide-de-Camp.

(O.W. 8213/14.)

## ARTICLE 1923.

\* \* \* \* \*

**5. Cancelled.**

(C.W. 2785/23.)

\* \* \* \* \*

\* An officer wounded in action, whose injury is equivalent or nearly equivalent to the loss of a limb, receives a gratuity of one year's pay, and his expenses of cure, and full pay till cured. Should the injury not be of that extent, he still receives a gratuity, his expenses of cure, and full pay till cured, though not a pension. See 1352 (*Commissioned Officers wounded in Action*).

## ARTICLE 1925.

2. A General Officer awarded a good service pension while on the Active list shall be allowed to retain it on being retired.

3 and 4. *Cancelled.*

(C.W. 16457/21.)

6. Colonels and Lieut.-Colonels shall be eligible for the award of good service pensions while on the Active List only, and shall forfeit them on retirement or on promotion to be General Officers on the Active List.

7. *Cancelled.*

(C.W. 8213/14.)

## ARTICLE 1926.

3. **Accountant Officers.**—The good service pensions for Accountant Officers will be awarded only to officers on the Retired List.

(C.W. 8213/14.)

## SECTION VI. NAVAL, GREENWICH HOSPITAL AND TRAVERS PENSIONS.

1927. **List of Naval and G.H. Pensions.**—The following are the established Naval and Greenwich Hospital pensions for officers :—

	Naval Pensions.	Greenwich Hospital Pensions.	Amount of each Pension.
* * *	*	*	*
Quartermasters, Royal Marines . . .	—	2	£ 50
Royal Marine Gunners and Warrant Officers, Class I., Royal Marines.	—	1	25

2. **Conditions under which held.**—These pensions shall not be held in addition to any other pensions, except it be in addition :—

(a) To a pension granted as retiring allowance to a commissioned Warrant Officer, Warrant Officer, Chief Officer or Senior Mate of Cruiser, Chief Officer of Royal Naval Reserve Battery or of Coast Guard Station, Royal Marine Gunner or Warrant Officer, Class I., Royal Marines.

(C.W. 32905/16.)

1928. **Naval and G.H. Pensions, Award.**—Naval and Greenwich Hospital Pensions (which are subject to the general regulations contained in Article 2017) are established for affording some relief to retired officers, and are to be awarded to such retired officers as, in the opinion of the Admiralty, may be most deserving, provided they have served as follows :—

*Years.*

Royal Marine Gunners and Warrant Officers, Class I., Royal Marines. 5 As Royal Marine Gunner or Warrant Officer, Class I.

(C.W. 32905/16.)

SECTION VII. GENERAL REGULATIONS.

**1930. Commutation.**—The rules regarding the commutation of Officers' retired pay and pensions are published in the Quarterly Navy List. Requests from officers for the necessary forms of application should be addressed to the Secretary the Admiralty.

(C.W. 3343/21.)

CHAPTER LIII.

PENSIONS AND GRATUITIES TO PETTY OFFICERS, SEAMEN, AND BOYS.

SECTION I. NAVAL PENSIONS AND GRATUITIES FOR WOUNDS OR HURTS AND FOR DISABILITY.

ARTICLE 1931, Clause 1.

\* \* \* \* \*

(h) Double ruptures.—6d. a day for life, irrespective of length of service.

Additions for good conduct badges and medal are allowed as when long service pensions are awarded, together with the usual allowance for petty time laid down in Art. 1938, Clause 1. Service with very good character reckoning as petty time will be doubled if a continuous service man holds a petty officer rating or a rating ranking a leading seaman with over three years' service as such, irrespective of the length of his continuous service.

\* \* \* \* \*

ARTICLE 1933.

\* \* \* \* \*

(c) **Surveying Officers.**—The Surveying Officers at each hospital shall consist of the Medical Officer in Charge and another medical officer of the hospital.

(N.L. 7397/13.)

\* \* \* \* \*

SECTION II. NAVAL PENSIONS FOR SERVICE.

ARTICLE 1934.

\* \* \* \* \*

**4. Officers' Stewards and Cooks.**—Long Service pensions will not be awarded to non-continuous service Officers' Stewards and Cooks unless they have seven years' pensionable service in sea-going ships in commission. In regard to men already in the Service on 1st July 1889, this regulation will only apply to those who had less than 14 years' service on that date. See also 1943, clause 11.

Pensions at the rate which could have been earned after 22 years, inclusive of seven years' sea time, will, however, be granted to non-continuous service Officers' Stewards and Cooks whose service has been extended to 30 years without regard to the amount of sea-going service which they may have completed; but the pensions of men whose service has been extended beyond 22 years, who complete seven years' sea-going service at any time before they have served for a total of 30 years, will be restricted to a similar rate—i.e., without the addition allowed for each period of three years' service, under Clause 5. See also 1946, Clause 5.

(N. 3605/23.)

5. **Scale.**—Each man who has completed the necessary service for pension under the foregoing clauses shall, subject to the provisions of Art. 1935, be entitled to a pension of 10*d.* a day for life, together with such of the following additions as he may have qualified for:—

One Good Conduct Badge -	-	-	-	-	1 <i>d.</i> a day.
Two Good Conduct Badges -	-	-	-	-	1 <i>d.</i> "
Three Good Conduct Badges -	-	-	-	-	2 <i>d.</i> "
Good Conduct Medal -	-	-	-	-	1 <i>d.</i> "
V.G. character throughout his service -	-	-	-	-	1 <i>d.</i> "
Each completed term of three years' service after completing time for pension (except as provided in Clause 4)	-	-	-	-	1 <i>d.</i> "

6. **Conditions of Award.**—For men and boys entered in the Royal Navy in the Seaman and Stoker classes on and after 1st March 1901, one of the conditions of the award of a long service pension will be that the pensioner shall serve in the Royal Fleet Reserve up to the age of 50 years if his services should be        required. For men recommended and fit for enrolment, this condition is not to be waived without the special sanction of the Admiralty.

(N. 10299/21.)

1942. **Retention after completing Time for Pension.**—Continuous service petty officers and men, who may be allowed to remain in the Service after completing time for pension, under the provisions of Article 363, may remain until the age stated below, but they will not be allowed to draw any pension while serving:—

Chief Petty Officer Cooks -	-	-	-	-	} 55
Sick Berth Chief Petty Officers -	-	-	-	-	
Writers, if required, and if thoroughly efficient -	-	-	-	-	
All other ratings -	-	-	-	-	
					50

See 1946 (Service after completing time for Pension).

(N. 7608/22.)

## ARTICLE 1943.

\* \* \* \* \*

3. **Army and Royal Air Force Time.**—Men invalided from the Army or Royal Air Force who subsequently join the Navy may, at the discretion of the Admiralty, be allowed to count all former service with character not inferior to "Fair" towards pension, notwithstanding the length of the interval between the date of discharge from the Army or Royal Air Force and entry into the Navy, provided that they acknowledge their former service on entering the Navy.

4. Men who enter the Navy after being discharged from the Army or Royal Air Force for reasons other than that of medical disability may be allowed to count not more than four years' former service with character not inferior to "Fair," towards pension, provided that a break of five years did not take place between the date of discharge from the Army or Royal Air Force and entry into the Navy and that they acknowledge their former service on entering the Navy.

4a. Army and Royal Air Force Service acknowledged by men on entry will be verified by the Accountant-General of the Navy and a notification whether the service can or cannot count, issued without application.

(N.P. II./1192/23.)

\* \* \* \* \*

11. **Officers' Stewards and Cooks**, with previous service in the Royal Navy, employed by an officer in receipt of an allowance in lieu of servants, will be allowed to reckon the time served in such employment towards Long Service Pension, but this privilege will not be extended to any Officers' Stewards and Cooks so employed in excess of the regulation number of servants allowed to the officer.

(N.P. 2478/12.)

1945. Applications for Pensions.—

I.—As regards Men serving at Home.

(a) An application to the Accountant-General (form S. 409) is to be made in each case about one calendar month before the date on which it is considered the man's period of service for pension will be completed, whether pensioned at his request or compulsorily. The man's service certificate, in which his character to the date of the application is to be inserted, is to accompany the application; will be deemed to merit this character, and to be still in possession of the same medals and badges, if any, on the day he is pensioned unless information to the contrary is received. A report of any change in rating, badges, character, &c., immediately to be made to the Accountant-General, in order that the pension may be calculated accordingly. For Seamen, Stokers, and Marines who entered the Service on or after 1st March 1901, and who are not fit or not recommended for enrolment in the Royal Fleet Reserve, or in whose case the condition of service the Royal Fleet Reserve has been specially waived by the Admiralty or, if a Marine, by the Adjutant-General Royal Marines, the service certificate is to be endorsed accordingly before application is made for pension, the authority being noted as necessary. (See 830, Clause 9.)

(N. 10299/21.)

(d) The Admiralty, when communicating the amount of pension awarded, will fix the date on which the man is to be discharged. In the case of men due for enrolment in the Royal Fleet Reserve, the Commanding Officer will then forward the service certificate to the registrar, Royal Fleet Reserve, in order that they may be enrolled as from the day following discharge.

(N. 10299/21.)

III. Pension Leave.

Men awaiting pension may be granted, in order to enable them to seek civil employment—

(a) a maximum of fourteen days' leave within the last three months of their service, provided that no inconvenience to the service is involved;

(b) additional leave from the estimated date for commencing pension until the final discharge, but subject to the provisions of Clause I (e).

(N. 22451/20.)

ARTICLE 1946.

2. The pension and gratuity which they may have earned by service up to the date of completing time for pension shall be secured to them notwithstanding any breach of discipline committed after that date, provided that such breach of discipline be neither mutiny nor felony, nor of such a nature as to cause them to be discharged from the Service with disgrace.

(R. 429/13.)

5. No man, whether a continuous or non-continuous service man, will be retained in the Service beyond the age of 50, unless specially provided for in the Regulations, or under the special sanction of the Admiralty.

Officers' Stewards and Cooks who are physically fit may, however, be retained until attaining the age of 60, if their services are required, so far as may be necessary to enable them to qualify for pension under Article 1934, Clause 4.

(N. 2007/20.)

1947. Marines who have completed time for pension will be dealt with in the manner prescribed in Arts. 1170 and 1171.

(R. 429/13.)

1951. Re-entry of Invalided Men.—All men invalided from the Service whose re-entry is approved (see Article 368) must produce their invaliding certificates, or



pension tickets, at the time of their re-entry, to the Captain and the Medical Officer of the ship, in order that their cases may be fully known; and if they neglect to do so, or fail at the time in assigning a sufficient reason for not doing so, they forfeit all claim to pension for subsequent service.

(N. 4082/20.)

## ARTICLE 1952.

\* \* \* \* \*

2. Writers, Ships' Cooks, and Victualling ratings on the old system, Officers Stewards and Cooks, pensioners rated as Able Seamen, Shipwrights, Carpenter Mates, and Caulkers, in general Depôts, and harbour ships, as hospital nurses, and as Gunner's Mates in drill ships, may, however, receive their service pensions while so employed, but will receive pensions granted for injuries and disabilities only under the approval of the Admiralty in each particular instance.

(N. 59749/17.)

\* \* \* \* \*

## ARTICLE 1953.

\* \* \* \* \*

3. In no case will a pensioner who on mobilisation was rejected as medically unfit be eligible for any increase of pension in respect of a period of service between the date on which he rejoined and their date of such rejection.

(E. 44/22.)

1957. When Pensioners may draw their Pension.—Naval pensioners may draw their naval pensions while serving in British merchant ships, or residing in any British possession abroad, but not for any period during which they serve under a foreign flag, or reside in any foreign country of which they are not natives, unless with the special permission of the Admiralty. Naval pensioners may also draw their pensions while serving in His Majesty's Naval establishments, including yard craft.

(C.E. 9351/20.)

\* \* \* \* \*

## CHAPTER LIV.

## PENSIONS AND GRATUITIES TO THE RELATIVES OF OFFICERS AND MEN OF THE ROYAL NAVY AND MARINES, AND EDUCATION OF THEIR CHILDREN.

## SECTION II. WIDOWS OF MARINE OFFICERS.

1995. Widows of Marine Officers promoted from the ranks.—In the case of a Marine Warrant Officer, Class I., with previous army service as Warrant Officer, Class I., such service being too short to allow of the grant of the widow's pension from Army funds, his Marine service will be allowed to count towards rendering his widow eligible for a pension from Naval funds.

(C.W. 32905/16.)

\* \* \* \* \*

## SECTION III. WIDOWS AND CHILDREN OF OFFICERS KILLED IN ACTION.

## ARTICLE 1996, Clause 1.

\* \* \* \* \*

(b) To each orphan (who shall not be married, nor be of the age of 18 if a boy, or 21 if a girl, at the time of the father's death), one-third of the gratuity to the widow; posthumous children shall be considered as orphans.

(C.E./E. 11147/15.)

\* \* \* \* \*

**SECTION VI. EDUCATION OF THE CHILDREN OF OFFICERS AND MEN.**

**2009. Grants towards.**—Sons and daughters of deceased or distressed commissioned officers and commissioned warrant officers of the Royal Navy and Royal Marines, and of Chief Officers and Senior Mates of the Permanent Cruiser Service, may be awarded grants from the funds of Greenwich Hospital, in aid of their education and maintenance in such schools as shall be approved by the Admiralty, subject to the following restrictions :—

- (a) The number of grants in force shall not, at any one time, exceed 75.
- (b) The amount of a grant shall not in any case exceed 20*l.* a year  
(N. 8459/22.)

\* \* \* \* \*

*Regulations for the Admission of Boys to the Royal Hospital School, Greenwich.*

**2011. Boys eligible.**—The complement of the school will not exceed 1,000 boys, sons of :—

- (a) Warrant officers, Second Mates of the Permanent Cruiser Service, non-commissioned officers, petty officers, and men of the Royal Navy and Marines.
- (b) Men of the Royal Naval Reserve.
- (c) Other seafaring persons and men drowned on lifeboat service.  
(N. 8459/22.)

\* \* \* \* \*

**2012. Admission of Boys into Orphanages, &c.**—Sons of deceased or incapacitated warrant officers, second mates of the Permanent Cruiser Service, non-commissioned officers, petty officers, and men of the Royal Navy and Marines (and of men of the Royal Naval Reserve killed or drowned in the service of the Crown) may be educated and maintained in schools at the expense of Greenwich Hospital.  
(N. 8459/22.)

\* \* \* \* \*

*Regulations for the Admission of Girls into Schools to be Maintained at the Expense of Greenwich Hospital Funds.*

**2013. Admission of Girls into Orphanages.**—Daughters of warrant officers, of Second Mates of the Permanent Cruiser Service, and of non-commissioned officers, petty officers and men of the Royal Navy and Marines, may be educated and maintained in schools at the expense of Greenwich Hospital, subject to the restriction that the number of girls to be educated and maintained at any one time shall not exceed 200.  
(N. 8459/22.)

(b) *Cancelled.*

(G.H. 21034/19.)

\* \* \* \* \*

**SECTION VII. PENSIONS, ALLOWANCES, AND GRATUITIES TO RELATIVES OF MEN KILLED ON DUTY.**

**NOTE.**—The Regulations applicable to the cases of men dying after 30th September, 1921, whose deaths are directly attributable to service subsequent to that date will be issued in due course.

(C. III./11590/23.)

**2014. Widows and Children.**—Under the Second Section of Act 46 and 47 Vict., cap. 32, pensions and allowances are granted by the Admiralty out of the funds of Greenwich Hospital to widows and children of :—

- (a) Non-commissioned officers (including Warrant Officers, Class II.) and Petty Officers and men of the Royal Navy and Marines killed or drowned in the service of the Crown, or on lifeboat service;
- (b) Men of the Royal Naval Reserve forces killed or drowned in the service of the Crown.

2. These pensions and allowances are granted also to widows and children of non-commissioned officers (including Warrant Officers, Class II.), Petty Officers or men as aforesaid, who die from the effects of any injury or disease, when it shall be proved to the satisfaction of the Admiralty :—

(a) That the injury or disease was caused by accident on duty in the service of the Crown, and that the man died therefrom within two years; or

(b) That the injury or disease was caused by extraordinary exposure or exertion on duty in the service of the Crown, and that it terminated fatally within two years of being first certified.

\* \* \* \* \*

4. The pensions are supplemented from Naval funds, and awards are made according to the following scale :—

Rating.	Widow's pension per week.			Allowance for each child dependent on the mother per week.
	From the Funds of Greenwich Hospital.	Supplementary Pension from Naval Funds.	Total.	
* * *	<i>s. d.</i> *	<i>s. d.</i> *	<i>s. d.</i> *	<i>s. d.</i> *
(d) Chief Petty Officers and Warrant Officers, Class II., and Staff and Colour Sergeants of Marines.	5 0	4 0	9 0	2 0

\* \* \* \* \*

Rates in excess of the foregoing scale may, at the discretion of the Admiralty, be awarded when special relief is needed.

\* \* \* \* \*

13. **Gratuities to Widows.**—Widows of Petty Officers and seamen of the Royal Navy and non-commissioned officers (including Warrant Officers, Class II.) and men of the Royal Marines specified in Clauses 1 and 2, at the discretion of the Admiralty, may be allowed a gratuity equal to one year's full pay according to the rating of their late husbands at the time of death, exclusive of any badges or other extra or additional pay, in lieu of the pensions to which they might be eligible under these regulations.

*NOTE.*—Widows of Coast Guard men entitled to civil pensions are excepted from these regulations.

2016. **Widows of Men Killed, &c., in War.**—Pensions and allowances may be granted by the Admiralty to widows and children of Petty Officers and men of the Royal Navy and Naval Reserve and non-commissioned officers (including Warrant Officers, Class II.) and men of the Royal Marines, who are killed or drowned or who die from wounds or injuries received, or disease contracted, during warlike operations.

\* \* \* \* \*

4.—

Rank of husband in Royal Navy, or Reserve Forces, or Royal Marines.	Widow's pension per week.	Allowance for each child dependent on the mother per week.
* * * *	<i>s. d.</i> * *	<i>s. d.</i> * *
(d) Chief Petty Officers, Warrant Officers, Class II., and Staff and Colour Sergeants of Marines	9 0	2 0
* * * *	*	*

CHAPTER LV.

HALF AND RETIRED PAY AND PENSIONS—PAYMENT OF.

ARTICLE 2017.

\* \* \* \*

2. **Forfeiture or Suspension.**—The retired pay and pensions of officers shall be held only during good behaviour, and the Admiralty may at their discretion direct that they shall be forfeited or suspended for such time as the Admiralty may think fit, for any misconduct or act rendering officers unworthy to receive them. The Admiralty may at their discretion restore retired pay or pension in whole or in part whether the same has been forfeited under the Forfeiture Act, 1870, or not.

The above regulation applies to all descriptions of pensions, including pensions for wounds, injuries, or disability.

(N.P. 1./815/21.)

## APPENDICES.

(Incorporating all formal amendments promulgated up to and including those dated December, 1923—K.R. 19/23.)

	PAGE
I.—Scale of Full Pay and Allowances . . . . .	406
II.—Scale of Half Pay . . . . .	427
III.—Payments on Account . . . . .	431
IV.—Allowance in lieu of Provisions, Fuel, and Lights . . . . .	441
V.—Servants' Allowance . . . . .	441
VI.—Officers of the Royal Naval Transport Service—Rank and Pay . . . . .	442
VIA.—Scale of Grants, &c., to Gunnery and Torpedo Improvement Funds . . . . .	443
VII.—Scale of Store Allowances to Officers of the Royal Navy . . . . .	444
VIII.—Scale of the Maximum Allowances for Losses of Clothing . . . . .	450
IX.—Scale of Baggage allowed to Officers and Men . . . . .	451
X.—Courses of Instruction and Examinations . . . . .	453
PART.	
I.—Training afloat of Midshipmen . . . . .	453
II.—Examination for Lieutenant . . . . .	457
II A.—Warrant Officers, Petty Officers and Ratings qualifying for the rank of Lieutenant . . . . .	459
II B.—Annual Examination in Foreign Languages . . . . .	460
II C.—Annual Examination in Naval History . . . . .	461
II D.—Courses for Officers specialising . . . . .	463
III.—Examinations for Officers qualifying in Navigation . . . . .	465
IV.—Examination for Command of a T.B.D. or T.B . . . . .	468
V.—Wt. Engineers, Wt. Mechanics, Chief E.R.A.'s, Chief Mechanics, E.R.A.'s and Mechanics, qualifying for the rank of Engineer-Lieutenant . . . . .	471
VI.— <i>Cancelled.</i>	
VI A.—Course of Training and Examinations for Officers, R.M. . . . .	473
VI B.—Royal Marines—Promotion to Commissioned rank . . . . .	480
VII.—Course of Instruction and Examination for Surgeon Commander . . . . .	483
VIII.—Examination for Paymaster Sub-Lieutenant . . . . .	483
IX.—Examination for Paymaster Lieutenant-Commander . . . . .	485
X.—Examination for Interpreter in Modern Foreign Languages (European) . . . . .	486
XI.—Examination in Japanese . . . . .	486
XI A.—Commissioned Officers from Wt. Rank and Wt. Officers—Promotion . . . . .	487
XII.—Examination for the rank of Wt. Officer . . . . .	489
XII A.—Seamanship School for Boatswains . . . . .	490
XII B.—Advanced Seamanship Examination for Boatswain . . . . .	491
XIII.—Examination for Wt. Engineer and Wt. Mechanician . . . . .	492
XIV.—Examinations for Wt. Shipwright . . . . .	492
XV.—Examination for Wt. Electrician . . . . .	493
XVI.—Preliminary Professional Examination for Wt. Ordnance Officer . . . . .	494
XVI A.—Examination for Wt. Writer and Wt. Supply Officer . . . . .	494
XVI B.—Professional Examination for Wt. Wardmaster . . . . .	495
XVII.—Educational Test, Part I, and Higher Educational Test . . . . .	496
XVIII.—Seaman Boys in Harbour Training Establishments and Boys serving afloat—Training and Advancement . . . . .	513
XIX.— <i>Cancelled.</i>	
XX.—Submarine Detector Ratings . . . . .	516
XXI.—Photographer (Non-Substantive Ratings)—Syllabus of Examinations . . . . .	517

# APPENDICES.

	PAGE
XXII.—Surveying Recorder Allowances . . . . .	518
XI.—Powers in regard to Officers unfit for or unworthy of further employment . . . . .	519
XII.—Surgeons temporarily employed in R.N. . . . .	520
XIII.—Training of Officers for charge of Naval Ordnance Stores at Depôts abroad . . . . .	522
XIV.—Officers in Civil, Colonial or Foreign Employment; Conditions of Service, Pay, &c. . . . .	523
XV.—Ship's Company and Marines :	
PART	
I.—Ratings, Wages, and Allowances . . . . .	527
II.—Special Service System . . . . .	612
III.—Non-substantive Ratings, Allowances, &c. . . . .	613
XVI.—Virtualling . . . . .	627
XVII.— <i>Cancelled.</i>	
XVIII.—Reports and Returns required to be rendered by the Fleet . . . . .	631
XIX.—Conduct of Clerical duties on board Ship in War time . . . . .	675
XX.—Summary Punishments for Soldiers and Aircraftmen . . . . .	679
XXI.—Specification for Coffin . . . . .	688
XXII.—Naval Discipline Act. Application to R.N. and Dominion Navies in relation to each other . . . . .	689

# APPENDIX I.

## FULL PAY AND ALLOWANCES.

The rates of Full Pay shown in this Appendix will be subject to review on or after 1st July, 1924.

## ESTABLISHED RATES FOR OFFICERS OF THE ROYAL NAVY AND ROYAL MARINES.

Rank.		Year of 365 days.	One day.
<b>I.—ROYAL NAVY.</b>			
<b>MILITARY BRANCH.—EXECUTIVE OFFICERS.</b>			
<b>FULL PAY.</b>			
		£ s. d.	£ s. d.
1. Naval Cadet in a sea-going training ship -	- - -	18 5 0	0 1 0
After discharge from seagoing training ship to general service -	- - -	73 0 0	0 4 0
2. Midshipman -	- - -	91 5 0	0 5 0
3. Sub-Lieutenant (acting or confirmed) -	- - -	182 10 0	0 10 0
4.*Mate (acting or confirmed) -	- - -	292 0 0	0 16 0
5.*Lieutenant (acting or confirmed), on promotion -	- - -	310 5 0	0 17 0
After 4 years -	- - -	365 0 0	1 0 0
" 6 " -	- - -	438 0 0	1 4 0
6. Lieutenant-Commander, on promotion -	- - -	547 10 0	1 10 0
After 3 years -	- - -	584 0 0	1 12 0
" 6 " -	- - -	620 10 0	1 14 0
7. Commander, on promotion -	- - -	730 0 0	2 0 0
After 3 years -	- - -	803 0 0	2 4 0
" 6 " -	- - -	876 0 0	2 8 0
" 9 " -	- - -	949 0 0	2 12 0
8. Captain, on promotion -	- - -	1,095 0 0	3 0 0
After 3 years -	- - -	1,186 5 0	3 5 0
" 6 " -	- - -	1,277 10 0	3 10 0
" 9 " -	- - -	1,368 15 0	3 15 0
9. Commodore, 1st Class -	- - -	1,825 0 0	5 0 0
10. Rear-Admiral -	- - -	2,190 0 0	6 0 0
11. Vice-Admiral -	- - -		
12. Admiral -	- - -		
13. Admiral of the Fleet -	- - -	2,555 0 0	7 0 0
		2,920 0 0	8 0 0
* Mates and Lieutenants (ex-Mate) (General Service, S. & W/T) on the Active List on 18th December, 1920, who were promoted to the rank of Mate prior to 1st January, 1920, are to be paid :-			
Mate (acting or confirmed) -	- - -	310 5 0	0 17 0
Lieutenant (acting or confirmed), on promotion -	- - -	365 0 0	1 0 0
After 4 years -	- - -	401 10 0	1 2 0
" 6 " -	- - -	456 5 0	1 5 0
(C.W. 20441/20. C.W. 7803/22. N.P.I./3362/21. N.P.I./4429/21. N.P.I./1203/22.)			
<b>ALLOWANCES.</b>			
<b>Sub-Lieutenants and Mates.</b>			
14. Command Money.	When appointed in command -	36 10 0	0 2 0
(Art. 1402.)			
15. First Lieutenant's Allowance.	At the rates applicable to Lieutenants and Lieutenant-Commanders -	—	—
(Art. 1406.)			
16. Allowances for Specialist Duties.	When appointed in lieu of a Specialist in Gunnery, Torpedo, Signals, Wireless Telegraphy, War Staff, Navigating, or Anti-Submarine duties in ships in which a corresponding Specialist Lieutenant is allowed in authorised complement, but not borne -	18 5 0	0 1 0
(Art. 1407c.)			

# FULL PAY AND ALLOWANCES.

Rank.		Year of 365 days.	One day.
<b>Lieutenants and Lieutenant-Commanders.</b>			
<b>Command Money. (a)</b> When appointed in command of a ship :—		£ s. d.	£ s. d.
In full commission			
or in commission with special complement.			
Seagoing		54 15 0	0 3 0
Harbour		36 10 0	0 2 0
In reserve commission		36 10 0	0 2 0
<b>(b)</b> When appointed in command of a group of ships :—			
In full commission			
or in commission with special complement			
Seagoing		54 15 0	0 3 0
Harbour		36 10 0	0 2 0
In reserve commission		36 10 0	0 2 0
<b>Note.</b> An officer appointed in command of a group of ships will draw only one rate of Command Money, and the allowance so paid will be issuable concurrently with Command Money to other officers for individual ships in the group.			
Command Money is not payable for performing special duties ashore.			
<b>(8. First Lieutenant's Allowance. (Art. 1406.)</b>			
<b>(i) Ships in full commission.</b>			
Senior of a ship allowed by authorised complement either			
(a) a Captain in command, or			
(b) the alternative rank of Captain or Commander in command,			
but not allowed a Commander for Executive Duties		45 12 6	0 2 6
Senior of a ship allowed by authorised complement a Commander, Lieutenant-Commander or Lieutenant in command		27 7 6	0 1 6
<b>(ii) Ships in reserve commission.</b>			
<b>(a)</b> For grouped ships of and above Light Cruiser status, whether commanded by a Captain or by a Commander, but not payable in ships in which both a Captain and a Commander are borne.			
Parent ship -		45 12 6	0 2 6
Tender		27 7 6	0 1 6
<b>(b)</b> In ships of and above Light Cruiser status when not grouped, and for Destroyer Depot Ships, and Mine Layers, but not payable in ships in which both a Captain and a Commander are borne		27 7 6	0 1 6
<b>(iii) Special Cases.</b>			
In vessels in commission with special complements, i.e., other than full or reserve commission complements, First Lieutenant's Allowance may, at the discretion of the Admiralty, be granted at rates not in excess of those allowed for ships in full commission and subject to the same general conditions.			



Rank.		Year of 365 days.	One day.
<b>LIEUTENANTS AND LIEUT.-COMMANDERS—(contd.).</b>		£ s. d.	£ s. d.
19. <i>Allowance for Specialist Duties.</i> (Art. 1407.)	To Officers who have undergone special courses and qualified in Gunnery, Torpedo, Signals, Wireless Telegraphy, War Staff, or Anti-Submarine duties . . .	45 12 6	0 2 6
20. <i>Navigating Allowance.</i> (Art. 1407B.)	To Officers who have undergone special courses and qualified:— Lieutenant of less than 5 years' seniority { If not qualified in pilot- Lieutenant of over 5 years' seniority . . . age for Lieutenant - Comman- 1st class der . . . ships. Lieutenant and Lieutenant- Commander if qualified in pilot- age for 1st Class ships, without regard to seniority provided that the three years' qualifying service as Lieutenant (N) has been completed . . .	45 12 6 54 15 0 54 15 0 73 0 0	0 2 6 0 3 0 0 3 0 0 4 0
21. <i>Physical Training Allowance.</i> (Art. 1407.)	To Officers who have undergone special courses and qualified . . .	27 7 6	0 1 6
22. <i>Signal Officer's Allowance.</i> (Old System.)	To Flag Lieutenants and Flag Lieutenant - Commanders ap- pointed for Signalling Duties, but not qualified in new system . . .	45 12 6	0 2 6
23. <i>Allowance to Non-Specialist doing Specialist Duties.</i> (Art. 1407C.)	When appointed in lieu of a Specialist in Gunnery, Torpedo, Signals, Wireless Telegraphy, War Staff, Navigating, or Anti-Sub- marine Duties in ships in which a corresponding Specialist Lieu- tenant is allowed in authorised complement, but not borne . . .	18 5 0	0 1 0
24. <i>Flag Allowance.</i> (Art. 1405.)	When appointed for (N) Duties to a ship bearing a Flag or Broad Pendant, in addition to Navi- gating Allowance (see 1405.)— (a) In ships bearing the Flag of a Commander-in-Chief or when specially directed by the Admiralty (see 1405, Cl. 6) . . . (b) In ships bearing other Flags or Broad Pendants . . .	91 5 0 45 12 6	0 5 0 0 2 6
<b>Commanders.</b>			
25. <i>Command Money and Entertaining Allowance.</i> (Arts. 1402 & 1403.)	(i) When appointed in command of a ship:— (a) in full commission or in commission with special complements:— Seagoing { Command Money Entertaining Allowance . . . Harbour { Command Money Entertaining Allowance . . .	91 5 0 45 12 6 54 15 0 Nil.	0 5 0 0 2 6 0 3 0 Nil.



Rank.		Year of 365 days.	One day.
CAPTAINS—(contd.).			
28.—(contd.).	Seagoing :—	£ s. d.	£ s. d.
	Captains (D) { Command Money -	182 10 0	0 10 0
	{ Entertaining Allowance	146 0 0	0 8 0
<p><i>Note.</i> The highest rate of Command Money and of Entertaining Allowance is restricted to sea-going vessels, but, subject to that limitation, it may, at Admiralty discretion, be paid in Light Cruisers of under 8,000 tons, or vessels of lower status.</p>			
(C.W. 1328/23.)			
	Harbour :—		
	{ Command Money	127 15 0	0 7 0
	{ Entertaining Allowance -	91 5 0	0 5 0
	{ or		
	{ Command Money	91 5 0	0 5 0
	{ Entertaining Allowance -	45 12 6	0 2 6
	(ii) in reserve commission :—		
	Vessels above { Command Money -	127 15 0	0 7 0*
	Light Cruisers. { Entertaining Allowance -	91 5 0	0 5 0*
	Light Cruisers { Command Money -	91 5 0	0 5 0
	and below. { Entertaining Allowance -	45 12 6	0 2 6
	Cap- { Command Money -	127 15 0	0 7 0
	tains (D.) { Entertaining Allowance -	91 5 0	0 5 0
	Assist- { Command Money -	91 5 0	0 5 0
	ant Cap- { Entertaining Allowance -	45 12 6	0 2 6
	tains (D). {		
<p>These rates may be varied at Admiralty discretion, subject to the maximum at * not being exceeded.</p>			
(b) When appointed in command of a group of ships :—			
	(i) in full commission or in commission with special complements :—		
	{ Command Money -	182 10 0	0 10 0
	{ Entertaining Allowance -	146 0 0	0 8 0
	{ or		
	{ Command Money -	127 15 0	0 7 0
	{ Entertaining Allowance -	91 5 0	0 5 0
	At Admiralty discretion. {		
	Harbour :—		
	{ Command Money -	127 15 0	0 7 0
	{ Entertaining Allowance -	91 5 0	0 5 0
	{ or		
	{ Command Money -	91 5 0	0 5 0
	{ Entertaining Allowance -	45 12 6	0 2 6
	At Admiralty discretion. {		

# ART. D ALLOWANCES.

Rank.		Year of 365 days.	One day.
CAPTAINS—(contd.).			
—(contd.).	(ii) in reserve commission :—	£ s. d.	£ s. d.
	At Admiralty discretion. { Command Money -	127 15 0	0 7 0
	{ Entertaining Allowance -	91 5 0	0 5 0
	{ or		
	{ Command Money -	91 5 0	0 5 0
	{ Entertaining Allowance -	45 12 6	0 2 6
	(c) When appointed in command of a shore establishment :—		
	At Admiralty discretion. { Command Money -	127 15 0	0 7 0
	{ Entertaining Allowance -	91 5 0	0 5 0
	{ or		
	{ Command Money -	91 5 0	0 5 0
	{ Entertaining Allowance -	45 12 6	0 2 6
	(d) Captains appointed as :—		
	Chief of the Staff. {		
	Captain of the Fleet. {		
	Chief Staff Officer. {		
	Flag Captain. {		
	Maintenance Captain {		
	Coast Guard Captain. {		
	Commanding Officer of Area. {		
	{ Command Money -	127 15 0	0 7 0
	{ Entertaining Allowance -	91 5 0	0 5 0
	(e) Captains appointed as Master of the Fleet if not in receipt of Command Money or Entertaining Allowance - - - - -	91 5 0	0 5 0
Commodores, 2nd Class.			
29. Command Money. (Art. 1402.)	Command Money is payable to Commodores, 2nd Class, at the same rates and under the same conditions as if the appointment were held by a Captain.		
30. Table Money. (Arts. 1379 to 1384.)	Table Money abroad - - -	547 10 0	1 10 0
	" " at home - - -	273 15 0	0 15 0
	Note. These rates of Table Money are subject to periodical review.		
31. Commodore's Allowance. (Arts. 1387 & 1388.)	To be paid if so ordered by the Admiralty when in command of a station or squadron and not under the orders of a Senior Officer - - - - -	365 0 0	1 0 0
	In circumstances other than the above - - - - -	182 10 0	0 10 0
	If appointed as Chief of the Staff or Captain of the Fleet :—		
	Command Money - - -	127 15 0	0 7 0
	Entertaining Allowance - - -	91 5 0	0 5 0
	Commodore's Allowance - - -	182 10 0	0 10 0

Rank.		Year of 365 days.	One day.
<b>Flag Officers and Commodores, 1st Class.</b>			
32. <i>Table Money.</i> (Arts. 1379 to 1386.)	Table Money at rates issuable at Admiralty discretion within a maximum of . . . . . Commanders-in-Chief will always receive the maximum rate.	£ s. d.	£ s. d.
	<i>Note.</i> All rates of Table Money are subject to periodical review.	2,463 15 0	6 15 0
33. <i>Establishment Allowance.</i> (Art. 1386a.)	Establishment Allowance when in charge of an Establishment or Service and not in receipt of Table Money . . . . . When appointed as First and Principal Aide-de-Camp to the King . . . . . When appointed as Chief of the Staff . . . . .	182 10 0 365 0 0	0 10 0 1 0 0
For <i>Surveying Pay</i> see end of this Appendix. For <i>Submarine Pay</i> see Article 1372. For <i>Store Allowances</i> to Commissioned Officers, see Appendix VII.		Only Full Pay of rank.	

**MILITARY BRANCH—ENGINEER OFFICERS (OLD  
AND NEW SCHEME).**

**FULL PAY.**

34. Sub-Lieutenant qualified in E. . . . .	237 5 0	0 13 0
35. Mate (E) . . . . .	346 15 0	0 19 0
36. Engineer Lieutenant and Lieutenant (E), on promotion . . . . .	365 0 0	1 0 0
After 4 years . . . . .	419 15 0	1 3 0
" 6 " . . . . .	492 15 0	1 7 0
37. Engineer Lieutenant Commander and Lieutenant Commander (E), on promotion . . . . .	620 10 0	1 14 0
After 3 years . . . . .	657 0 0	1 16 0
" 6 " . . . . .	693 10 0	1 18 0
38. Engineer Commander and Commander (E), on promotion . . . . .	821 5 0	2 5 0
After 3 years . . . . .	894 5 0	2 9 0
" 6 " . . . . .	967 5 0	2 13 0
" 9 " . . . . .	1,040 5 0	2 17 0
39. Engineer Captain and Captain (E), on promotion . . . . .	1,095 0 0	3 0 0
After 3 years . . . . .	1,186 5 0	3 5 0
" 6 " . . . . .	1,277 10 0	3 10 0
" 9 " . . . . .	1,368 15 0	3 15 0
40. Engineer Rear-Admiral and Rear-Admiral (E) . . . . .	1,825 0 0	5 0 0

**ALLOWANCES.**

41. <i>Machinery Allowance.</i> (Art. 1408.)	(a) To officers in charge of Propelling Machinery of Ships in Commission (b) To the Senior Officer attached to a base for service with a Destroyer Flotilla additional to the Engineer Officer in charge of the Machinery of the base :— To Sub-Lieutenant (E), Mate (E), Engineer Lieutenant and
---	---

# APPEND AND ALLOWANCES.

Rank.		Year of 365 days.	One day.
<b>ENGINEER OFFICERS (OLD AND NEW SCHEME)—(contd.).</b>			
<b>1. (contd.).</b>		£ s. d.	£ s. d.
	Lieutenant (E) . . . . .	36 10 0	0 2 0
	To Engineer Lieutenant Com- mander and Lieutenant Com- mander (E) . . . . .	54 15 0	0 3 0
	To Engineer Commander and Commander (E) . . . . .	73 0 0	0 4 0
	The above allowances are payable in respect of ships paid off for refit subject to the conditions laid down in Art. 1408.		
<b>2. Senior Engineer's Allowance. (Art. 1408.)</b>			
	To Officers when senior of a ship in commission in which an En- gineer Commander is allowed in complement :—		
	To Sub-Lieutenant (E), Mate (E), Engineer Lieutenant and Lieutenant (E) . . . . .	18 5 0	0 1 0
	To Engineer Lieutenant-Com- mander and Lieutenant-Com- mander (E) . . . . .	36 10 0	0 2 0
	The above allowances are payable in respect of ships paid off for refit subject to the conditions laid down in Art. 1408.		
	Machinery Allowance is payable to the Engineer Officers borne for charge of machinery of the vessels of the Central Reserve.		
<b>43. Flag Allowance. (Art. 1405.)</b>			
	Engineer-Commander or Comman- der (E), Engineer Lieutenant-Com- mander or Lieutenant-Commander (E) when appointed to a ship bearing a Flag or Broad Pendant :—		
	(a) In a ship bearing the flag of a Commander-in-Chief, or when specially directed by the Admiralty (see Article 1405, Clause 6) . . . . .	91 5 0	0 5 0
	(b) In ships bearing other Flags or Broad Pendants . . . . .	45 12 6	0 2 6
<b>44. Afloat Allowance to Junior Engineer Captains.</b>			
	To Engineer Captains or Captains (E) of less than 3 years' seniority, actually serving and accommodated afloat and not in receipt of Lodging and Provision Allowance . . . . .	73 0 0	0 4 0
<b>Note.</b> A Commander (E) or Engineer Commander promoted to Captain (E) or Engineer Captain and paid in the higher rank, to continue in receipt of any allowance he was receiving in the lower rank so long as he continues in the same appoint- ment as held on promotion, but any officer so paid will be ineligible for the allowance of 4s. a day (see preceding item).			

Rank.						Year of 365 days.	One day.
<b>CHAPLAINS' BRANCH.</b>							
<b>FULL PAY.</b>						£ s. d.	£ s. d.
45.	Chaplain, on entry	-	-	-	-	365 0 0	1 0 0
	After 3 years	-	-	-	-	419 15 0	1 3 0
	" 6 "	-	-	-	-	474 10 0	1 6 0
	" 9 "	-	-	-	-	529 5 0	1 9 0
	" 12 "	-	-	-	-	584 0 0	1 12 0
	" 15 "	-	-	-	-	638 15 0	1 15 0
	" 18 "	-	-	-	-	693 10 0	1 18 0
	" 21 "	-	-	-	-	748 5 0	2 1 0
	" 24 "	-	-	-	-	803 0 0	2 4 0
	" 27 "	-	-	-	-	857 15 0	2 7 0
	" 30 "	-	-	-	-	912 10 0	2 10 0
46.	Chaplain of the Fleet	-	-	-	-	1,500 0 0*	—
<i>Note.</i> —A Chaplain and Instructor performing the double duties to be paid as an Instructor Officer.							
When employed only as Chaplain or as Instructor Officer, he is to receive the pay of the Branch in which he holds his appointment.							
A Chaplain who is specially retained until he reaches the age of 55 is to receive full pay at £2 10s. 0d. a day as from the date of attaining the age of 50, provided that he has then not less than 22 years' seniority.							
If he has then less than 22 years' seniority, he is to receive full pay at £2 10s. 0d. on completing that seniority.							
During the period of transition consequent on the reduction of the age for compulsory retirement to 50, no Chaplain is to be paid the £2 10s. 0d. rate of pay until he has attained the age at which he would have been retired, had he not been specially selected for retention, the condition as regards seniority also being satisfied.							
* In addition to £50 a year from Greenwich Hospital Funds.							
<b>INSTRUCTOR BRANCH.</b>							
<b>FULL PAY.</b>							
47.	Instructor Lieutenant, on entry	-	-	-	-	365 0 0	1 0 0
	After 3 years	-	-	-	-	438 0 0	1 4 0
48.	Instructor Lieutenant-Commander, on promotion	-	-	-	-	547 10 0	1 10 0
	After 3 years	-	-	-	-	584 0 0	1 12 0
	" 6 "	-	-	-	-	620 10 0	1 14 0
49.	Instructor Commander, on promotion	-	-	-	-	730 0 0	2 0 0
	After 3 years	-	-	-	-	803 0 0	2 4 0
	" 6 "	-	-	-	-	876 0 0	2 8 0
	" 9 "	-	-	-	-	949 0 0	2 12 0
50.	Instructor Captain, on promotion	-	-	-	-	1,003 15 0	2 15 0
	After 3 years	-	-	-	-	1,095 0 0	3 0 0
	" 6 "	-	-	-	-	1,186 5 0	3 5 0
	" 9 "	-	-	-	-	1,277 10 0	3 10 0
<b>MEDICAL BRANCH.</b>							
<b>FULL PAY.</b>							
51.	Surgeon-Lieutenant, on entry	-	-	-	-	438 0 0	1 4 0
	After 3 years	-	-	-	-	529 5 0	1 9 0
52.	Surgeon-Lieutenant-Commander, on promotion	-	-	-	-	638 15 0	1 15 0
	After 3 years	-	-	-	-	675 5 0	1 17 0

# AND ALLOWANCES.

Rank.		Year of 365 days.	One day.
MEDICAL BRANCH—(contd.).		£ s. d.	£ s. d.
3.	Surgeon-Commander, on promotion . . . . .	821 5 0	2 5 0
	After 3 years . . . . .	894 5 0	2 9 0
	" 6 " . . . . .	967 5 0	2 13 0
	" 9 " . . . . .	1,040 5 0	2 17 0
4.	Surgeon-Captain, on promotion . . . . .	1,186 5 0	3 5 0
	After 3 years . . . . .	1,277 10 0	3 10 0
	" 6 " . . . . .	1,368 15 0	3 15 0
	" 9 " . . . . .	1,460 0 0	4 0 0
5.	Surgeon Rear-Admiral . . . . .	1,916 5 0	5 5 0
Dental Surgeons.			
56.	Surgeon-Lieutenant (D), on entry . . . . .	401 10 0	1 2 0
	After 3 years . . . . .	492 1 0	1 7 0
57.	Surgeon-Lieutenant-Commander (D), on promotion . . . . .	593 2 6	1 12 6
	After 3 years . . . . .	629 12 6	1 14 6
	" 6 " . . . . .	666 2 6	1 16 6
	" 9 " . . . . .	730 0 0	2 0 0
58.	Surgeon-Commander (D), on promotion . . . . .	755 12 6	2 2 6
	After 3 years . . . . .	839 10 0	2 6 0
	" 6 " . . . . .	912 10 0	2 10 0

Dental Officers who are medically qualified are entitled to pay on the Dental Officers scale only unless they are appointed for medical duties in addition to their Dental Duties, when they may be paid on the Medical Officers' scale if it is more advantageous to them.

## ALLOWANCES.

### 59. *Specialist Allowance.*

Allowance to Surgeon-Lieutenant, Surgeon - Lieutenant - Commander, and Surgeon-Commander specialised in the professional subjects indicated below when actually appointed for duty therein :—

Anaesthetics . . . . .	}	45 12 6	0 2 6
Ophthalmology . . . . .			
Ear and Throat . . . . .			
Genito-Urinary and Venereal . . . . .			
Physical Training . . . . .			
Bacteriology . . . . .			
Pathology . . . . .			

This payment to be subject to the condition that :—

(a) The total number of allowances in course of payment at any one time does not exceed 46.

(b) The allowance shall not be issuable to a Surgeon-Commander appointed solely for Specialist Duties, nor in any case to an Officer paid as Surgeon Captain.

(c) Where an overlap occurs in the appointment of two Officers the allowance shall continue to be payable to the outgoing Officer until he actually ceases duty, but shall not be payable to his successor during the period of overlap.

(N.P.I./3762/23.)



Rank.		Year of 365 days.	One day.
ALLOWANCES—(contd.).		£ s. d.	£ s. d.
60. <i>Flag Allowance.</i> (Art. 1405.)	To the Senior Medical Officer being a Surgeon-Commander or a Surgeon-Lieutenant-Commander in a Ship bearing a Flag or Broad Pendant.		
	(a) In ships bearing the Flag of a Commander-in-Chief or when specially directed by the Admiralty (Art. 1405, Clause 6)	—	0 5 0
	(b) In ships bearing other Flags or Broad Pendants	—	0 2 6
ACCOUNTANT BRANCH.			
FULL PAY.			
61. Paymaster Cadet		73 0 0	0 4 0
62. " Midshipman		91 5 0	0 5 0
63. " Sub-Lieutenant		182 10 0	0 10 0
64. " Lieutenant, on promotion		310 5 0	0 17 0
After 4 years		365 0 0	1 0 0
" 6 "		438 0 0	1 4 0
65. Paymaster Lieutenant-Commander, on promotion		547 10 0	1 10 0
After 3 years		584 0 0	1 12 0
" 6 "		620 10 0	1 14 0
66. Paymaster-Commander, on promotion		730 0 0	2 0 0
After 3 years		803 0 0	2 4 0
" 6 "		876 0 0	2 8 0
" 9 "		949 0 0	2 12 0
67. Paymaster-Captain on promotion		1,003 15 0	2 15 0
After 3 years		1,095 0 0	3 0 0
" 6 "		1,186 5 0	3 5 0
" 9 "		1,277 10 0	3 10 0
68. Paymaster Rear-Admiral		1,460 0 0	4 0 0
ALLOWANCES.			
69. <i>Charge Pay.</i>	To a Paymaster Lieutenant or Paymaster Sub-Lieutenant when in charge of Accountant Officer's Stores and Accounts. Payment is not to be made while closing accounts	45 12 6	0 2 6
	To a Paymaster Commander or Paymaster Captain in charge of the Accounts of a Division at the Royal Naval Barracks at Ports- mouth, Devonport or Chatham, subject as regards new payments, to prior Admiralty sanction Payment is not to be made while closing accounts	91 5 0	0 5 0
	To Paymaster Commander or Paymaster Captain in charge of the Accounts at the Royal Naval Base, Port Edgar, so long as the number of the accounts for which he is responsible is not less than 4,000. Payment is not to be made while closing accounts	91 5 0	0 5 0

# **RANK ALLOWANCES.**

	Rank.	Year of 365 days.	One day.
ACCOUNTANT BRANCH—(contd.).		£ s. d.	£ s. d.
0. Captains' Clerks' Allowance.	To Officers of rank below Paymaster Sub-Lieutenant in sea-going ships commanded by a Captain (including Flagship) where the normal rate of Command Money is 10s. a day	18 5 0	0 1 0
1. Clerk to Senior Officer of a Division.	To the Accountant or other Officer serving as Clerk to the Senior Officer of a Division of a Naval Station, at the discretion of the Admiralty (This allowance is not given for the performance of duties allowed for in the complement.)	45 12 6	0 2 6
12. Secretary's Allowance. (Art. 1409.)	Allowances to Secretaries in addition to Full Pay as Accountant Officer:— Secretary to:— Flag Officer or Commodore, 1st Class } Appointed as Chief of Staff. Commodore, 2nd Class } Captain } Commodore, 2nd Class } Appointed as Captain of the Fleet. Captain } Captain appointed as Chief Staff Officer Commodore, 2nd Class Flag Officer or Commodore, 1st Class (not a Commander-in-Chief) Commander-in-Chief Flag Officer in Large Independent Command at the discretion of the Admiralty Naval Member of the Board of Admiralty, but Admiralty Allowance is not payable concurrently with this allowance - Principal Naval Transport Officer Senior Clerk to a Secretary:— (a) paid as, or having the status of a Secretary to a Commander-in-Chief or (b) paid as Secretary to a Flag Officer in a large Independent Command (Not to be drawn by the same Officer concurrently with any other Allowance for Secretarial duties.)	109 10 0 91 5 0 45 12 6 91 5 0 45 12 6 45 12 6 91 5 0 109 10 0 164 5 0 164 5 0 164 5 0 45 12 6 45 12 6	0 6 0 0 5 0 0 2 6* 0 5 0 0 2 6* 0 2 6* 0 5 0 0 6 0 0 9 0 0 9 0 0 2 6 0 2 6* 0 2 6*
* These Allowances are payable only to Officers below the rank of Paymaster Lieutenant Commander.		(N.P I/263/23.)	
73. Flag Allowance. (Art. 1405.)	To the Senior Accountant Officer being a Paymaster Captain, Paymaster Commander or Paymaster Lieutenant-Commander in a ship bearing a Flag or Broad Pendant. (a) In ships bearing the Flag of a Commander-in-Chief, or		

Rank.	Year of 365 days.	One day.
<b>ACCOUNTANT BRANCH—(contd.).</b>		
when specially directed by the Admiralty (Art. 1405, Clause 6)	£ s. d.	£ s. d.
(b) In ships bearing other Flags or Broad Pendants	91 5 0	0 5 0
	45 12 6	0 2 6
<b>WARRANT OFFICERS AND OFFICERS PROMOTED THEREFROM.</b>		
<b>FULL PAY.</b>		
<b>MECHANICAL BRANCHES.</b>		
<b>Engineer, Mechanician, Shipwright.</b>		
74. Warrant Officer, on promotion - - - - -	273 15 0	0 15 0
After 3 years - - - - -	292 0 0	0 16 0
" 6 " - - - - -	310 5 0	0 17 0
" 9 " - - - - -	328 10 0	0 18 0
75. Commissioned Officer from Warrant Rank, on promotion -	365 0 0	1 0 0
After 3 years - - - - -	401 10 0	1 2 0
" 6 " - - - - -	438 0 0	1 4 0
" 9 " - - - - -	474 10 0	1 6 0
76. Lieutenant, on promotion - - - - -	511 0 0	1 8 0
After 3 years - - - - -	529 5 0	1 9 0
" 6 " - - - - -	547 10 0	1 10 0
77. Lieutenant-Commander, on promotion - - - - -	584 0 0	1 12 0
After 3 years - - - - -	657 0 0	1 16 0
78. Commander, on promotion - - - - -	821 5 0	2 5 0
After 3 years - - - - -	894 5 0	2 9 0
" 6 " - - - - -	967 5 0	2 13 0
" 9 " - - - - -	1,040 5 0	2 17 0
<b>Electrical, Ordnance, Ordnance (T).</b>		
79. Warrant Officer, on promotion - - - - -	273 15 0	0 15 0
After 3 years - - - - -	292 0 0	0 16 0
" 6 " - - - - -	310 5 0	0 17 0
" 9 " - - - - -	328 10 0	0 18 0
80. Commissioned Officer from Warrant Rank, on promotion -	365 0 0	1 0 0
After 3 years - - - - -	401 10 0	1 2 0
" 6 " - - - - -	438 0 0	1 4 0
" 9 " - - - - -	474 10 0	1 6 0
81. Lieutenant, on promotion - - - - -	511 0 0	1 8 0
After 3 years - - - - -	529 5 0	1 9 0
" 6 " - - - - -	547 10 0	1 10 0
82. Lieutenant-Commander, on promotion - - - - -	584 0 0	1 12 0
After 3 years - - - - -	657 0 0	1 16 0
In order to ensure that Warrant Officers shall not lose by promotion to that rank, special rates of pay are granted under conditions promulgated by Fleet Order.		
The rates shown for Lieutenant and above are applicable to all officers promoted under Article 299.		
<b>NON-MECHANICAL BRANCHES.</b>		
<b>Gunner, Gunner (T), Boatswain, Signal Boatswain.</b>		
83. Warrant Officer, on promotion - - - - -	255 10 0	0 14 0
After 3 years - - - - -	273 15 0	0 15 0
" 6 " - - - - -	292 0 0	0 16 0
" 9 " - - - - -	310 5 0	0 17 0

# AND ALLOWANCES.

Rank.	Year of 365 days.	One day.
<b>WARRANT OFFICERS, &amp;c.—(contd.).</b>		
	£ s. d.	£ s. d.
1. Commissioned Officer from Warrant Rank, on promotion .	346 15 0	0 19 0
After 3 years . . . . .	383 5 0	1 1 0
" 6 " . . . . .	419 15 0	1 3 0
" 9 " . . . . .	456 5 0	1 5 0
5. Lieutenant, on promotion . . . . .	492 15 0	1 7 0
After 3 years . . . . .	511 0 0	1 8 0
" 6 " . . . . .	529 5 0	1 9 0
6. Lieutenant-Commander, on promotion . . . . .	565 15 0	1 11 0
After 3 years . . . . .	638 15 0	1 15 0
7. Commander, on promotion . . . . .	730 0 0	2 0 0
After 3 years . . . . .	803 0 0	2 4 0
" 6 " . . . . .	876 0 0	2 8 0
" 9 " . . . . .	949 0 0	2 12 0
<b>Telegraphist, Wardmaster, Regulating, Writer, Victualling, Cookery.</b>		
38. Warrant Officer, on promotion . . . . .	255 10 0	0 14 0
After 3 years . . . . .	273 15 0	0 15 0
" 6 " . . . . .	292 0 0	0 16 0
" 9 " . . . . .	310 5 0	0 17 0
39. Commissioned Officer from Warrant Rank, on promotion .	346 15 0	0 19 0
After 3 years . . . . .	383 5 0	1 1 0
" 6 " . . . . .	419 15 0	1 3 0
" 9 " . . . . .	456 5 0	1 5 0
40. Lieutenant, on promotion . . . . .	492 15 0	1 7 0
After 3 years . . . . .	511 0 0	1 8 0
" 6 " . . . . .	529 5 0	1 9 0
41. Lieutenant-Commander, on promotion . . . . .	565 15 0	1 11 0
After 3 years . . . . .	638 15 0	1 15 0
In order to ensure that Warrant Officers shall not lose by promotion to that rank, special rates of pay are granted under conditions promulgated by Fleet Order. The rates shown for Lieutenant and above are applicable to all officers promoted under Article 299.		
<b>Schoolmaster.</b>		
92. Schoolmaster Candidate (six months) . . . . .	173 7 6	0 9 6
93. Probationary Schoolmaster (six months) . . . . .	191 12 6	0 10 6
94. Schoolmaster (Warrant Officer), on promotion . . . . .	200 15 0	0 11 0
After 3 years . . . . .	219 0 0	0 12 0
" 6 " . . . . .	237 5 0	0 13 0
" 9 " . . . . .	255 1 1/2 0	0 14 0
" 12 " . . . . .	273 15 0	0 15 0
" 15 " . . . . .	292 0 0	0 16 0
" 18 " . . . . .	310 5 0	0 17 0
95. Schoolmaster (Commissioned Officer from Warrant Rank), on promotion . . . . .	346 15 0	0 19 0
After 3 years . . . . .	383 5 0	1 1 0
" 6 " . . . . .	419 15 0	1 3 0
" 9 " . . . . .	456 5 0	1 5 0
96. Senior Master (Commissioned Officer from Warrant Rank), on promotion . . . . .	346 15 0	0 19 0
After 3 years . . . . .	383 5 0	1 1 0
" 6 " . . . . .	419 15 0	1 3 0
" 9 " . . . . .	456 5 0	1 5 0
97. Headmaster (Lieutenant), on promotion . . . . .	492 15 0	1 7 0
After 3 years . . . . .	511 0 0	1 8 0
" 6 " . . . . .	529 5 0	1 9 0
98. Headmaster (Lieutenant-Commander) . . . . .	565 15 0	1 11 0

Rank.		Year of 365 days.	One day.
WARRANT OFFICERS, &c.—(contd.).			
ALLOWANCES.		£ s. d.	£ s. d.
99. <i>Command Money.</i> (Art. 1402.)	To Warrant Officers and Commissioned Officers from Warrant Rank To Lieutenants, Lieutenant-Commanders and Commanders of ex-warrant Rank, at the rates applicable to officers of corresponding rank entered as Cadets -	36 10 0	0 2 0
100. <i>First Lieutenant's Allowance.</i> (Art. 1406.)	To Warrant Officers and Officers promoted therefrom at the rates applicable to officers entered as Cadets -	—	—
101. <i>Specialist Allowance.</i> (Art. 1407a.)	To Warrant Officers and Officers promoted therefrom who have passed advanced (or Dagger) course -	36 10 0	0 2 0
102. <i>Allowance to Non-Specialists doing Specialist Duties.</i> (Art. 1407c.)	To Warrant Officers and Officers promoted therefrom when appointed in lieu of a specialist in Gunnery, Torpedo, Signals, Wireless Telegraphy, War Staff, Navigating, or Anti-Submarine duties in ships in which a corresponding specialist Lieutenant is allowed in authorised complement but not borne -	18 5 0	0 1 0
103. <i>Director Allowance.</i> (Art. 1407d.)	To Gunners and Commissioned Gunners when appointed as Director Warrant Officers -	18 5 0	0 1 0
104. <i>Navigating Allowances.</i> (Art. 1407b.)	To Warrant Officers and Officers promoted therefrom who have qualified in coastal navigation and are appointed for Navigating Duties -	27 7 6	0 1 6
105. <i>Machinery Allowance.</i> (Art. 1408.)	To Warrant Engineers, Warrant Mechanicians, Commissioned Engineers and Commissioned Mechanicians, when in charge of Propelling Machinery of Ships in Commission - To Engineer Lieutenant, Engineer Lieutenant-Commander, and Engineer Commander of ex-Warrant Rank, at the rate laid down for Officers of the same rank under Engineer Branch (old and new scheme) -	36 10 0	0 2 0
106. <i>Senior Engineer's Allowance.</i> (Art. 1408.)	To Warrant Engineer, Warrant Mechanician, Commissioned Engineer and Commissioned Mechanician, when Senior of a Ship in Commission in which an Engineer Commander is allowed in complement - To Engineer Lieutenant and Engineer Lieutenant-Commander of ex-Warrant Rank at the rate laid down for officers of the same rank under	18 5 0	0 1 0

# APPENDIX D ALLOWANCES.

Rank.	Year of 365 days.	One day.
WARRANT OFFICERS, &c.—(contd.).		
3.—(contd.)	£ s. d.	£ s. d.
Engineer Branch (old and new scheme)	—	—
Machinery and Senior Engineers' Allowances are payable in respect of ships paid off for refit, subject to the conditions laid down in Art. 1408.		
7. Schoolmasters, "Special List" Appointments.		
To Schoolmasters who have passed the advanced course and are appointed to positions on the special list (i.e., the list of appointments carrying special responsibilities as calling for advanced technical knowledge), or are appointed acting temporarily to such a post by the Senior Officer	18 5 0	0 1 0

## II.—ROYAL MARINES.

### FULL PAY.

The following scales apply to the Officers of R.M.A. and M.L.I., whether serving afloat or ashore.

#### Commissioned Officers (Direct Entries).

08. Probationary Second Lieutenant		136 17 6	0 7 6
09. Second Lieutenant			
10. Lieutenant under 4 years from date of entry		182 10 0	0 10 0
" " after 4 " " "		310 5 0	0 17 0
" " 8 " " "		365 0 0	1 0 0
" " 10 " " "		438 0 0	1 4 0
11. Captain, on promotion		547 10 0	1 10 0
After 3 years		584 0 0	1 12 0
" 6 " "		620 10 0	1 14 0
12. Major, on promotion		730 0 0	2 0 0
After 3 years		803 0 0	2 4 0
" 6 " "		876 0 0	2 8 0
" 9 " "		949 0 0	2 12 0
113. Lieutenant-Colonel, on promotion		1,095 0 0	3 0 0
After 3 years		1,186 5 0	3 5 0
114. Colonel 2nd Commandant		1,186 5 0	3 5 0
115. Colonel Commandant		1,277 10 0	3 10 0
116. Major-General		1,825 0 0	5 0 0
117. Lieutenant-General	if employed	2,190 0 0	6 0 0
118. General		2,555 0 0	7 0 0

#### Commissioned Officers promoted from the ranks under Order in Council, 11th February 1913, Clause 1.

119. Probationary Second Lieutenant		292 0 0	0 16 0
120. Second Lieutenant			
121. Lieutenant under 4 years' commissioned service			
122. Lieutenant after 4 years' commissioned service (Subsequently in accordance with the above scale.)		310 5 0	0 17 0
123. Royal Marine Gunner, on promotion		255 10 0	0 14 0
After 3 years		273 15 0	0 15 0
" 6 " "		292 0 0	0 16 0
" 9 " "		310 5 0	0 17 0

Rank.	Year of 365 days.	One day.
<b>ROYAL MARINES.—COMMISSIONED OFFICERS PROMOTED FROM RANKS, &amp;C.—(contd.).</b>		
	£ s. d.	£ s. d.
124. Commissioned Royal Marine Gunner, on promotion . . . . .	346 15 0	0 19 0
After 3 years . . . . .	383 5 0	1 1 0
" 6 " . . . . .	419 15 0	1 3 0
" 9 " . . . . .	456 5 0	1 5 0
125. Lieutenant, on promotion . . . . .	492 15 0	1 7 0
After 3 years . . . . .	511 0 0	1 8 0
" 6 " . . . . .	529 5 0	1 9 0
126. Captain, on promotion . . . . .	565 15 0	1 11 0
After 3 years . . . . .	638 15 0	1 15 0
<i>Note.</i> —Officers promoted from (1) Commissioned Officers from Warrant Rank, or (2) Warrant Rank, under conditions other than those provided for in Clause 1 of O.-in-C., 11th February, 1913, are to receive pay as Lieutenant and Captain under the above scale.		
<hr/>		
127. Sergeant-Major and Superintending Clerk, on promotion . . . . .	255 10 0	0 14 0
After 3 years . . . . .	273 15 0	0 15 0
" 6 " . . . . .	292 0 0	0 16 0
" 9 " . . . . .	310 5 0	0 17 0
128. Commissioned Sergeant-Major and Commissioned Super- intending Clerk, on promotion . . . . .	346 15 0	0 19 0
After 3 years . . . . .	383 5 0	1 1 0
" 6 " . . . . .	419 15 0	1 3 0
" 9 " . . . . .	456 5 0	1 5 0
129. Quartermasters :—		
3rd Quartermaster (Lieutenant), on promotion . . . . .	492 15 0	1 7 0
After 3 years . . . . .	511 0 0	1 8 0
2nd Quartermaster (Captain) . . . . .	529 5 0	1 9 0
1st Quartermaster (Major), on promotion . . . . .	565 15 0	1 11 0
After 3 years . . . . .	638 15 0	1 15 0
1st Quartermaster (Lieutenant-Colonel), when rank is given in exceptional cases . . . . .	730 0 0	2 0 0
<hr/>		
130. Bandmaster, on promotion . . . . .	255 10 0	0 14 0
After 3 years . . . . .	273 15 0	0 15 0
" 6 " . . . . .	292 0 0	0 16 0
" 9 " . . . . .	310 5 0	0 17 0
131. Commissioned Bandmaster, on promotion . . . . .	346 15 0	0 19 0
After 3 years . . . . .	383 5 0	1 1 0
" 6 " . . . . .	419 15 0	1 3 0
" 9 " . . . . .	456 5 0	1 5 0
132. Musical Director . . . . .		
133. Assistant Musical Director . . . . .		
134. Company Officer . . . . .		
135. Director of Music. } R.N. School of Music.		
Lieutenant, on promotion . . . . .	492 15 0	1 7 0
After 3 years . . . . .	511 0 0	1 8 0
Captain . . . . .	529 5 0	1 9 0
Major on promotion . . . . .	565 15 0	1 11 0
After 3 years . . . . .	638 15 0	1 15 0
136. Probationary Schoolmaster, R.M., first 6 months . . . . .	173 7 6	0 9 6
Second 6 months . . . . .	191 12 6	0 10 6

# AND ALLOWANCES.

Rank.	Year of 365 days.	One day.
<b>ROYAL MARINES—COMMISSIONED OFFICERS PROMOTED FROM RANKS, &amp;C.—(contd.).</b>		
137. Schoolmaster R.M. (Warrant Officer), on promotion - -	£ 200 15 0	£ 0 11 0
After 3 years - - - - -	219 0 0	0 12 0
" 6 " - - - - -	237 5 0	0 13 0
" 9 " - - - - -	255 10 0	0 14 0
" 12 " - - - - -	273 15 0	0 15 0
" 15 " - - - - -	292 0 0	0 16 0
" 18 " - - - - -	310 5 0	0 17 0
138. Headmaster, R.M. (Commissioned Officer from Warrant Rank), on promotion - - - - -	346 15 0	0 19 0
After 3 years - - - - -	383 5 0	1 1 0
" 6 " - - - - -	419 15 0	1 3 0
" 9 " - - - - -	456 5 0	1 5 0
139. Chief Schoolmaster, R.M. (Captain, R.M.), on promotion -	492 15 0	1 7 0
After 3 years - - - - -	511 0 0	1 8 0
" 6 " - - - - -	529 5 0	1 9 0
" 8 " - - - - -	565 15 0	1 11 0

NOTES.—Brevet rank carries no extra pay.

Paymasters and Barrackmasters Royal Marines to receive pay according to seniority as Major.

In order to ensure that Warrant Officers shall not lose by promotion to that rank, special rates of pay are granted under conditions promulgated by Admiralty Fleet Orders.

## ALLOWANCES.

140. <i>Command Money and Entertaining Allowance.</i> (Arts. 1402 and 1402a.)	To Colonels Commandants :— Command Money - - - - - Entertaining Allowance - - - - - To Lieut.-Colonels or Majors, Royal Marines, in independent commands of Royal Marine Battalions :— Command Money - - - - -	127 15 0 91 5 0 91 5 0	0 7 0 0 5 0 0 5 0
141. <i>Special Allowance.</i>	To Colonels Second Commandant -	91 5 0	0 5 0
142. <i>Specialist Allowance.</i> (Art. 1407E.)	To Lieutenants and Captains, Royal Marines, who have quali- fied in Gunnery, Musketry, Army Signalling, Wireless Telegraphy, or War Staff Duties, but only when holding definite appoint- ments for Specialist Duties, ashore or afloat - - - - -	45 12 6	0 2 6
143. <i>Physical Training Allowance.</i> (Art. 1407E.)	To Lieutenants and Captains, Royal Marines, who have quali- fied in Physical Training, but only when holding a definite appoint- ment for physical training duties, ashore or afloat - - - - -	27 7 6	0 1 6
144. <i>Allowance to Non-Specialist doing Specialist Duties.</i> (Art. 1407F.)	To Lieutenants and Captains, Royal Marines, appointed in lieu of a Specialist in Gunnery, Mus- ketry, Signalling (Army or other- wise), Wireless Telegraphy, War Staff or Anti-Submarine Duties in cases where a Specialist Officer is allowed by complement, but not borne, ashore or afloat -	18 5 0	0 1 0



Rank.		Year of 365 days.	One day.
ROYAL MARINES.—ALLOWANCES—(contd.).			
		£ s. d.	£ s. d.
145. <i>Adjutant's Allowance.</i>	To Lieutenants and Captains, Royal Marines, when appointed as Adjutant or Acting Adjutant	45 12 6	0 2 6
146. <i>Cash responsibilities.</i>	To Paymasters, Royal Marines (Not to be paid while closing accounts.)	91 5 0	0 5 0
147. <i>Flag Allowance.</i> (Art. 1405.)	To the Senior Officer of Royal Marine Detachment appointed to a ship bearing a Flag or Broad Pendant :— (a) In ships bearing the Flag of a Commander-in-Chief, or when specially directed by the Admiralty (Art. 1405, Clause 6) (b) In ships bearing other Flags or Broad Pendants	91 5 0 45 12 6	0 5 0 0 2 6
148. <i>Specialist Allowance.</i> (Art. 1407E.)	To Commissioned R.M. Gunners and R.M. Gunners who have passed advanced (or Dagger) course	36 10 0	0 2 0
149. <i>Director Allowance.</i> (Art. 1407E.)	To Commissioned R.M. Gunners and R.M. Gunners when appointed as Director Warrant Officers	18 5 0	0 1 0
III.—ALLOWANCES PAYABLE TO MORE THAN ONE BRANCH.			
150. <i>Surveying Pay.</i>	Captain or Commander, when in charge of Survey :— At home Abroad Lieutenant Commander or Lieutenant, when in charge of Survey :— At home Abroad Assist. Surveyor, 1st Class, at home " " 1st Class, abroad " " 2nd Class, at home " " 2nd Class, abroad " " 3rd Class, at home " " 3rd Class, abroad " " 4th Class, at home " " 4th Class, abroad	246 7 6 365 0 0 182 10 0 273 15 0 127 15 0 146 0 0 91 5 0 109 10 0 54 15 0 73 0 0 36 10 0 45 12 6	0 13 6 1 0 0 0 10 0 0 15 0 0 7 0 0 8 0 0 5 0 0 6 0 0 3 0 0 4 0 0 2 0 0 2 6
151. <i>Flag Allowance.</i>	Payable as laid down in Art. 1405 and as shown under the respective Branches.		
152. <i>Charge of Accountant when no Officer of the Accountant Branch is borne.</i> (Art. 1413.)	When responsible for open pay accounts of not less than an average during the Quarter of 25 Officers and men When responsible for open pay accounts numbering on a quarterly average not less than 15 When responsible for open pay accounts numbering on a quarterly average less than 15 Other occasions where direct personal responsibility for public money is involved (subject to prior Admiralty approval)	— — — —	0 2 6 0 1 6 0 1 0 0 1 0

(C.W. 12426/22.) (N.P. II/55/21.)

# AND ALLOWANCES.

Rank.		Year of 365 days.	One day.
ALLOWANCES PAYABLE TO MORE THAN ONE BRANCH—(contd.)		£ s. d.	£ s. d.
153. <i>Extra Pay.</i>	Payable as laid down in Chapter XXXIX.		
154. <i>Submarine Allowance.</i>	Payable as laid down in Art. 1372.		
155. <i>Climate Pay</i>	Payable as laid down in Art. 1438.		
156. <i>Field Allowance.</i>	Payable as laid down in Art. 1439.		
157. <i>Interpreter's Allowance.</i>	Payable as laid down in Art. 341.		
158. <i>Servants' Allowance.</i>	Payable as laid down in Appendix V.		
159. <i>Senior Naval Officers' Clerk.</i>	Payable as laid down in this Appendix—see under Accountant Officers.		
<hr/>			
IV.—OFFICERS SERVING AT THE ADMIRALTY.			
160. Naval Members of the Board of Admiralty :—			
First Sea Lord and Chief of the Naval Staff . . . . .	3,000 0 0	—	
In addition to Naval Half Pay and a furnished house.			
Other Naval Members of the Board . . . . .	2,000 0 0	—	
In addition to Naval Half Pay.			
Engineer-in-Chief . . . . .	2,500 0 0	—	
Medical Director-General . . . . .	2,500 0 0	—	
Rear-Admiral Directors . . . . .	2,100 0 0	—	
The Hydrographer (when a Rear-Admiral) . . . . .	2,100 0 0	—	
Adjutant-General, Royal Marines . . . . .	2,100 0 0	—	
161. The following to receive the Full Pay of their ranks, Lodging Allowance, Provision Allowance, Servants' Allowance and a special duty allowance as stated :—			
Paymaster Director-General . . . . .	200 0 0	—	
Directors (other than Rear-Admirals) at the discretion of the Admiralty, according to the character and importance of their appointments; also the Hydro- grapher when a Captain . . . . .	200 0 0 or 150 0 0	—	
Deputy Directors . . . . .	150 0 0	—	
Assistant Adjutant-General, Royal Marines . . . . .	150 0 0	—	
162. Captains and Commanders and Officers of relative rank who are not Directors or Deputy Directors (see note at end) . . . . .	100 0 0	—	
163. Lieutenant-Commanders and Lieutenants and Officers of relative rank (see note at end) . . . . .	75 0 0	—	
164. Sub-Lieutenants, Commissioned Officers from Warrant Rank, Warrant Officers and Officers of relative rank (see note at end) . . . . .	50 0 0	—	
<p><i>Note to Nos. 162, 163 and 164.</i>—Officers appointed to the Admiralty for Temporary Service only, if eligible for Special Allowances of £100 or £75 a year, to be granted an allowance of 10s. a day in lieu thereof, and, if eligible for the allowance of £50 a year, to be granted an allowance of 5s. a day in lieu thereof for a period not</p>			

# APP. I.—FULL PAY AND ALLOWANCES.

Rank.	Year of 365 days.	One day.
<p><b>OFFICERS SERVING AT THE ADMIRALTY—(contd.).</b></p> <p>exceeding three months. Thereafter all such officers are to be paid the annual allowances appropriate to their ranks.</p> <p><i>General Note.</i>—Duty Allowances and Specialist Allowances are not payable with Admiralty Special Duty Allowance. Surveying Officers serving in the Hydrographic Department to receive Surveying Pay according to their grades, but not to receive the Admiralty Special Duty Allowance, even though the latter may be more favourable to them. Secretaries to Naval Members of the Board, and to the Admiral Commanding Coast Guard and Reserves, to receive Secretary's Allowance of 9s. a day, but not to receive Admiralty Special Duty Allowance. The Secretary to the Admiral of the Training Service to receive Secretary's Allowance of 6s. a day, but not to receive Admiralty Special Duty Allowance.</p>	<p>£ s. d.</p>	<p>£ s. d.</p>

## APPENDIX II.

*Note.*—This Appendix is under revision.

### SCALE OF HALF PAY.

#### PART I.—OFFICERS OF THE ROYAL NAVY.

Officers below the relative rank of Captain, R.N., are not placed on half-pay for periods of less than 30 days, except for prolonged sickness, or for misconduct, or at their own request.  
(C.W. 7930 15.)

Rank.	Year of 365 Days.	One Day.
<i>Active List.</i>		
Admiral of the Fleet	£ 1,222 15 0	£ 3 7 0
Admiral	766 10 0	2 2 0
Vice-Admiral	593 2 6	1 12 6
Rear-Admiral	456 5 0	1 5 0
Captain :—		
First 80 on the List	*365 0 0	*1 0 0
Next 80 on the List	*328 10 0	*0 18 0
Remainder	292 0 0	0 16 0
Commander :—		
First 185 on the List	*209 17 6	*0 11 6
Remainder	182 10 0	0 10 0
Lieutenant	73 0 0	0 4 0
After 3 years' service	91 5 0	0 5 0†
" 6 " "	109 10 0	0 6 0
" 9 " "	127 15 0	0 7 0
" 12 " "	155 2 6	0 8 6
(Including the proportion of Junior Service under the Order in Council of 22nd February 1870.)		

\*The increase to commence from the date of the vacancy causing the alteration in the List.

†A Lieutenant may be allowed 5s. a day Half Pay if through illness contracted in the Service he has been unable to serve 3 years.

After 10 years' Seniority and 7 years' service in that rank, including 3 years in a Ship of War at Sea

	155 2 6	0 8 6
--	---------	-------

The scale for Officers promoted to Lieutenant or Carpenter Lieutenant under Art. 299, clause 4, to be the same as for Lieutenants generally except that the Half Pay is to be 7s. a day until the Officer has completed six years' service as Lieutenant or Carpenter Lieutenant, and subsequently is not to exceed 8s. 6d. a day.

Lieutenants promoted from Chief Gunner, Chief Boatswain, Chief Signal Boatswain, Commissioned Telegraphist, Gunner, Boatswain, Signal Boatswain, or Warrant Telegraphist under Art. 299, Clause 1.  
Carpenter Lieutenants promoted from Chief Carpenter or Carpenter under Art. 299, Clause 2.

Not to exceed the half of the Full Pay to which they are entitled.

(To be allowed when unemployed, either through misconduct or when Full Pay shall have ceased in consequence of sickness.)

Rank.	Year of 365 Days.	One Day.
<i>Active List—continued.</i>		
Sub-Lieutenant and Acting Sub-Lieutenant ( <i>see Note (a)</i> )	£ s. d. 45 12 6	£ s. d. 0 2 6
Lieutenant on the Supplementary List. (To be allowed when unemployed, either through misconduct or at the Officer's own request, or when full pay shall have ceased in consequence of sickness):—		
Under 3 years' service*	91 5 0	0 5 0
Over 3 " "	109 10 0	0 6 0
" 6 " "	127 15 0	0 7 0
" 9 " "	146 0 0	0 8 0
" 12 " "	155 2 6	0 8 6
" 15 " "	164 5 0	0 9 0
*Including service in Royal Navy as a Royal Naval Reserve Officer, Acting Sub-Lieutenant and Sub-Lieutenant Royal Navy.		
Sub-Lieutenant on the Supplementary List. (Allowed under the same conditions as in the case of Lieutenants on the Supplementary List, <i>see above</i> )	63 17 6	0 3 6
Staff Captain	292 0 0	0 16 0
Engineer Rear-Admiral	438 0 0	1 4 0
Engineer Captain	401 10 0	1 2 0
Engineer Commander and Engineer Lieutenant (Senior List):—		
Under 2 years' full pay service	127 15 0	0 7 0
After 2 " "	146 0 0	0 8 0
" 4 " "	164 5 0	0 9 0
" 6 " "	182 10 0	0 10 0
" 8 " "	219 0 0	0 12 0
" 10 " "	255 10 0	0 14 0
" 12 " "	†292 0 0	†0 16 0
" 14 " "	†328 10 0	†0 18 0
(Including Junior Service, in proportions given in Art. 251.)		
†Officers entered after 1st April, 1900, and passed over for promotion to Engineer Commander, Art. 279, are not to be paid in excess of 14s. a day.		
(C.W. 9145/13.)		
Engineer Lieutenant, not on Senior List—		
Under 3 years' full pay service	100 7 6	0 5 6
After 3 " "	109 10 0	0 6 0
Engineer Lieutenants promoted from Chief Artificer Engineer or Artificer Engineer under Art. 299, clauses 3 and 4. (To be allowed at the discretion of the Admiralty when unemployed, either through misconduct or when full pay shall have ceased in consequence of sickness.)	Not to exceed the half of the full pay to which they are entitled.	
Engineer Sub-Lieutenant, on Permanent List—	£ s. d.	£ s. d.
Under 3 years' full pay service	73 0 0	0 4 0
After 3 " "	82 2 6	0 4 6
Chaplain or Naval Instructor:—		
Under 3 years' service	†Nil.	†Nil.
† A Chaplain or Naval Instructor who has not completed 3 years' service may, at the discretion of the Admiralty, receive half pay at the rate of 6s. a day, if unwell or unable to obtain employment, provided he shall not have declined or avoided service, and that his character shall have been satisfactory.		
After 3 years' service	109 10 0	0 6 0
" 5 " "	127 15 0	0 7 0
" 8 " "	146 0 0	0 8 0
" 11 " "	164 5 0	0 9 0
" 14 " "	191 12 6	0 10 6
" 17 " "	219 0 0	0 12 0
" 20 " "	255 10 0	0 14 0
" 25 " "	292 0 0	0 16 0

# PART I.—NAVAL OFFICERS.

Rank.	Year of 365 Days.	One Day.
<i>Active List—continued.</i>		
Addition to the Half Pay of a Chaplain and Naval Instructor :—	£ s. d.	£ s. d.
Under 5 years in the double capacity - - - -	18 5 0	0 1 0
After 5 " " " " - - - -	36 10 0	0 2 0
" 8 " " " " - - - -	54 15 0	0 3 0
" 11 " " " " - - - -	73 0 0	0 4 0
" 14 " " " " - - - -	91 5 0	0 5 0
" 17 " " " " - - - -	109 10 0	0 6 0
Surgeon-General - - - -	693 10 0	1 18 0
Deputy Surgeon-General :—		
On promotion - - - -	456 5 0	1 5 0
After 2 years' full pay service in rank - - - -	492 15 0	1 7 0
" 4 " " " " - - - -	529 5 0	1 9 0
Fleet Surgeon :—		
On promotion - - - -	255 10 0	0 14 0
After 2 years' full pay service in rank - - - -	273 15 0	0 15 0
" 4 " " " " - - - -	310 5 0	0 17 0
" 6 " " " " - - - -	328 10 0	0 18 0
" 8 " " " " - - - -	346 15 0	0 19 0
" 10 " " " " - - - -	365 0 0	1 0 0
Staff Surgeon :—		
On promotion - - - -	182 10 0	0 10 0
After 2 years' full pay service in rank - - - -	200 15 0	0 11 0
" 4 " " " " - - - -	219 0 0	0 12 0
" 6 " " " " - - - -	237 5 0	0 13 0
Surgeon :—		
On entry - - - -	109 10 0	0 6 0
After 2 years' full pay service - - - -	127 15 0	0 7 0
" 4 " " " " - - - -	146 0 0	0 8 0
" 6 " " " " - - - -	164 5 0	0 9 0
" 8 " " " " - - - -	*182 10 0	*0 10 0
" 10 " " " " - - - -	*200 15 0	*0 11 0
*Applicable to officers entered before 9th October 1903, whose promotion to Staff Surgeon is delayed pending examination, &c.		
Paymaster-in-Chief - - - -	310 5 0	0 17 0
Fleet Paymaster :—		
On promotion - - - -	191 12 6	0 10 6
Of 2 years' seniority - - - -	209 17 6	0 11 6
" 4 " " " " - - - -	228 2 6	0 12 6
" 6 " " " " - - - -	246 7 6	0 13 6
" 8 " " " " - - - -	264 12 6	0 14 6
" 10 " " " " - - - -	282 17 6	0 15 6
" 12 " " " " - - - -	301 2 6	0 16 6
Staff Paymaster :—		
On promotion - - - -	164 5 0	0 9 0
Of 2 years' seniority - - - -	182 10 0	0 10 0
Paymaster - - - -	146 0 0	0 8 0
The following rates of half pay for Accountant Officers are applicable only to those entered prior to 1st October 1910 who did not accept the new scale established by Order in Council of 13th October 1910 :—		
Paymaster-in-Chief - - - -	310 5 0	0 17 0
Paymaster, Staff or Fleet Paymaster - - - -	109 10 0	0 6 0
After 5 years' service, including Junior service, under Art. 251 - - - -	127 15 0	0 7 0
After 8 years' service, including Junior service, under Art. 251 - - - -	146 0 0	0 8 0
After 11 years' service, including Junior service, under Art. 251 - - - -	164 5 0	0 9 0
After 14 years' service, including Junior service, under Art. 251 - - - -	191 12 6	0 10 6

# APP. II.—HALF PAY.—PART I.—NAVAL OFFICERS.

Rank.	Year of 365 Days.	One Day
<i>Active List—continued.</i>		
After 17 years' service, including Junior service, under Art. 251 . . . . .	£ s. d. 219 0 0	£ s. d. 0 12 0
After 20 years' service, including Junior service, under Art. 251 . . . . .	255 10 0	0 14 0
After 25 years' service, including Junior service, under Art. 251 . . . . .	292 0 0	0 16 0
Assistant Paymaster ( <i>see</i> Note (a) below) . . . . .	45 12 6	0 2 6

NOTES.—(a) A Sub-Lieutenant, an Acting Sub-Lieutenant, or Assistant Paymaster, after 3 years' service as such, and when unwell or unable to obtain employment, is allowed half pay, provided he shall not have declined or avoided service when called upon, and provided also that his conduct during service shall have been satisfactory. The period of 3 years' service may be dispensed with when an Officer is invalidated for sickness, or injuries contracted in the Service rendering him disqualified for employment.

(b) No increase of half pay for increased seniority will be allowed to an Accountant Officer placed on "permanent" half pay.

## PART II.—OFFICERS OF THE ROYAL MARINES.

Rank.	Artillery.		Light Infantry.	
	Year of 365 Days.	One Day.	Year of 365 Days.	One Day.
Colonel . . . . .	£ s. d. 300 0 0*	s. d. —	£ s. d. 300 0 0	s. d. —
Lieutenant-Colonel after five years' service in that rank, or Officers entered before 1st April 1870 who are qualified for retired pay at the rate of 450 <i>l.</i> a year . . . . .	300 0 0	—	300 0 0	—
Lieutenant-Colonels who elect, under paragraph 11 of Her late Majesty's Order in Council of 29th November 1881, to be placed upon a special half-pay list . . . . .	300 0 0	—	300 0 0	—
Other Lieutenant-Colonels . . . . .	212 18 4	11 8	200 15 0	11 0
Major . . . . .	182 10 0	10 0	173 7 6	9 6
Captain with superior Brevet Rank, having served for two years as Captain . . . . .	152 1 8	8 4	146 0 0	8 0
Captain . . . . .	133 16 8	7 4	127 15 0	7 0
Lieutenant after 10 years' service . . . . .	85 3 4	4 8	82 2 6	4 6
Lieutenant after 3 years' service . . . . .	76 0 10	4 2	73 0 0	4 0
Lieutenant under 3 years' service . . . . .	57 15 10	3 2	54 15 0	3 0

The following rates of Half Pay are granted to Quartermasters, if placed thereon :—

s. d.	s. d.
Under 4 years' commissioned service . . . . . 4 0	After 7 years' commissioned service . . . . . 6 6
After 4 Do. do. . . . . 5 0	Do. 8 Do. do. . . . . 7 0
Do. 5 Do. do. . . . . 5 6	Do. 9 Do. do. . . . . 7 6
Do. 6 Do. do. . . . . 6 0	

\* An Officer, R.M.A., entered before 1st April 1897, is eligible for half-pay at 1*l.* 6*s.* 9*d.* a day under Order in Council, 18th May 1897, clauses 2 and 3.

# APPENDIX III.

## PAYMENTS ON ACCOUNT.

### Parts I. and II. Cancelled.

(N.P. I/1597/22.)

### PART IIA.—SCALE showing—

(a) The AMOUNTS PAYABLE MONTHLY ON ACCOUNT, for the First and Second Months of the Quarter, to PETTY OFFICERS, SEAMEN and Boys, R.N., and NON-COMMISSIONED OFFICERS and MEN, R.M., who do not Allot, in Ships making Monthly Payments.

(b) The MAXIMUM AMOUNTS PAYABLE WEEKLY to Petty Officers, Seamen and Boys, R.N., and Non-Commissioned Officers and Men, R.M., in Harbour Ships and Depôts on the Home Station, and in Ships making Weekly Payments.

NOTE.—All Allowances payable on the Ledger are to be included in the Daily Rate of Pay.

Daily Rate of Pay and Allowances.	(a) Monthly Payment on Account to Men who do not Allot.	(b) Weekly Payment on Account to Men who do not Allot.	Daily Rate of Pay and Allowances.	(a) Monthly Payment on Account to Men who do not Allot.	(b) Weekly Payment on Account to Men who do not Allot.
s. d.	£ s. d.	£ s. d.	s. d.	£ s. d.	£ s. d.
8 6	12 10 0	2 18 0	3 8	5 5 0	1 4 0
8 3	12 0 0	2 16 0	3 7	5 0 0	1 4 0
8 0	11 15 0	2 15 0	3 6	5 0 0	1 3 0
7 9	11 5 0	2 13 0	3 5	4 15 0	1 2 0
7 6	11 0 0	2 11 0	3 4	4 15 0	1 2 0
7 3	10 10 0	2 9 0	3 3	4 10 0	1 1 0
7 0	10 5 0	2 8 0	3 2	4 10 0	1 1 0
6 9	9 15 0	2 6 0	3 1	4 5 0	1 0 0
6 6	9 10 0	2 4 0	3 0	4 5 0	1 0 0
6 3	9 0 0	2 2 0	2 11	4 0 0	0 19 0
6 0	8 15 0	2 1 0	2 10	4 0 0	0 18 0
5 11	8 10 0	2 0 0	2 9	3 15 0	0 18 0
5 10	8 10 0	1 19 0	2 8	3 15 0	0 17 0
5 9	8 5 0	1 19 0	2 7	3 10 0	0 17 0
5 8	8 5 0	1 18 0	2 6	3 10 0	0 16 0
5 7	8 0 0	1 18 0	2 5	3 5 0	0 15 0
5 6	8 0 0	1 17 0	2 4	3 5 0	0 15 0
5 5	7 15 0	1 16 0	2 3	3 0 0	0 14 0
5 4	7 15 0	1 16 0	2 2	3 0 0	0 14 0
5 3	7 10 0	1 15 0	2 1	2 15 0	0 13 0
5 2	7 10 0	1 15 0	2 0	2 15 0	0 13 0
5 1	7 5 0	1 14 0	1 11	2 10 0	0 12 0
5 0	7 5 0	1 14 0	1 10	2 10 0	0 11 0
4 11	7 0 0	1 13 0	1 9	2 8 0	0 11 0
4 10	7 0 0	1 12 0	1 8	2 5 0	0 10 0
4 9	6 15 0	1 12 0	1 7	2 3 0	0 10 0
4 8	6 15 0	1 11 0	1 6	2 0 0	0 9 0
4 7	6 10 0	1 11 0	1 5	1 18 0	0 8 0
4 6	6 10 0	1 10 0	1 4	1 15 0	0 8 0
4 5	6 5 0	1 9 0	1 3	1 12 0	0 7 0
4 4	6 5 0	1 9 0	1 2	1 10 0	0 7 0
4 3	6 0 0	1 8 0	1 1	1 7 0	0 6 0
4 2	6 0 0	1 8 0	1 0	1 5 0	0 6 0
4 1	5 15 0	1 7 0	0 11	1 3 0	0 5 0
4 0	5 15 0	1 7 0	0 10	1 0 0	0 4 0
3 11	5 10 0	1 6 0	0 8	0 15 0	0 3 0
3 10	5 10 0	1 5 0	0 7	0 12 0	0 3 0
3 9	5 5 0	1 5 0	0 6	0 10 0	0 2 0



# APP. III.—PAYMENTS ON ACCOUNT.—

TO ASCERTAIN PAYMENTS TO MEN WHO ALLOT.

## In Monthly Payment Ships—

Convert the weekly allotment to its minimum monthly equivalent by the following scale add the amount of monthly allotment, if any, and deduct the result from the amount of the monthly payment on account—column (a).

## In Weekly Payment Ships—

Convert any monthly allotment to its weekly equivalent by the following scale, and add the amount of weekly allotment. Deduct the total from the amount of weekly payment on account—column (b)—ignoring odd pence in the result.

(N.P. II/573/21.)

## PART IIB.—SCALE SHOWING NEAREST EQUIVALENTS OF MONTHLY AND WEEKLY ALLOTMENTS.

Monthly Rate (in Shillings).	Weekly Rate (in Shillings).	Monthly Rate (in Shillings).	Weekly Rate (in Shillings).
240 - - -	- - 56	63 and under 68 - -	15
232 and under 240 - -	- - 54	59 " " 63 - -	14
224 " " 232 - -	- - 52	55 " " 59 - -	13
213 " " 224 - -	- - 50	50 " " 55 - -	12
204 " " 213 - -	- - 48	47 " " 50 - -	11
196 " " 204 - -	- - 46	45 " " 47 - -	10s. 6d
187 " " 196 - -	- - 44	43 " " 45 - -	10
178 " " 187 - -	- - 42	41 " " 43 - -	9s. 6d
170 " " 178 - -	- - 40	38 " " 41 - -	9
161 " " 170 - -	- - 38	36 " " 38 - -	8s. 6d.
154 " " 161 - -	- - 36	34 " " 36 - -	8
150 " " 154 - -	- - 35	32 " " 34 - -	7s. 6d.
144 " " 150 - -	- - 34	30 " " 32 - -	7
135 " " 144 - -	- - 32	28 " " 30 - -	6s. 6d.
126 " " 135 - -	- - 30	25 " " 28 - -	6
118 " " 126 - -	- - 28	23 " " 25 - -	5s. 6d.
111 " " 118 - -	- - 26	21 " " 23 - -	5
107 " " 111 - -	- - 25	19 " " 21 - -	4s. 6d.
100 " " 107 - -	- - 24	17 " " 19 - -	4
92 " " 100 - -	- - 22	15 " " 17 - -	3s. 6d.
85 " " 92 - -	- - 20	12 " " 15 - -	3
81 " " 85 - -	- - 19	10 " " 12 - -	2s. 6d.
76 " " 81 - -	- - 18	8 " " 10 - -	2
72 " " 76 - -	- - 17	5s. 6d. " 8 - -	1s. 6d.
68 " " 72 - -	- - 16	4 " " 5s. 6d. - -	1

(R. 1579/16.)

## PART IIC.—MARRIAGE ALLOWANCES (Article 1627).

### SCALE A.—SHOWING RATES OF MARRIAGE ALLOWANCE PAYABLE IN RESPECT OF MALTESE RATINGS.

For Maltese ratings the following scale of allowances, and not those furnished in Scale B, is operative continuously :—

	s.	d.
For a wife - - - - -	5	0 a week.
Wife and 1 child - - - - -	7	6 "
Wife and 2 children - - - - -	9	0 "
Wife and 3 children - - - - -	10	0 "
and 1s. for each additional child.		

Rates for children, including motherless children :—

1st child - - - - -	2	6 a week.
2nd child - - - - -	1	6 "
3rd child - - - - -	1	0 "
and 1s. for each additional child.		

# PART IIB.—MONTHLY AND WEEKLY ALLOTMENTS.

SCALE B.—SHOWING THE RATES PAYABLE IN RESPECT OF RATINGS OTHER THAN MALTHESE AS FROM THE FIRST PAY DAY IN APRIL, 1921.  
The rate of allowance will depend upon the cost of living and will be paid as explained hereunder.

Ministry of Labour index figure of the cost of living, all items included. (Food, Rent, Clothing, Fuel, Lighting, &c.), for 1st January 1921, and of succeeding years . . .	160	150	140	130	120	110	100	90	80	70	60	Mini- mum Scale 50
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Wife only . . . . .	9 6	9 0	8 6	8 0	8 0	7 6	7 6	7 0	7 0	7 0	7 0	7 0
Wife and 1 child . . . . .	19 0	18 6	17 6	17 0	16 6	15 6	15 0	14 0	13 6	13 0	12 6	12 0
Wife and 2 children . . . . .	24 6	23 6	22 6	22 0	21 6	20 6	20 0	19 0	18 0	17 0	16 0	15 0
Wife and 3 children . . . . .	29 6	28 6	27 0	26 0	25 0	23 6	22 6	21 0	20 0	19 0	18 0	17 0
Wife and 4 children . . . . .	33 6	32 6	30 6	28 0	28 0	26 6	24 6	23 0	22 0	20 6	19 6	18 0
Wife and 5 children . . . . .	37 6	36 0	34 0	32 0	30 6	28 6	26 6	25 0	23 6	22 0	20 6	19 0
Wife and 6 children . . . . .	41 0	39 0	37 0	35 0	33 0	31 0	28 6	27 0	25 0	23 0	21 6	20 0
Wife and 7 children . . . . .	44 6	42 0	40 0	38 0	35 6	33 0	30 6	28 6	26 0	24 0	22 6	21 0
	and on	and on	and on	and on	and on	and on	and on	and on	and on	and on	and on	and on
Rates for children, including motherless children :—												
1st child . . . . .	9 6	9 6	9 0	9 0	8 6	8 0	7 6	7 0	6 6	6 0	5 6	5 0
2nd child . . . . .	5 6	5 0	5 0	5 0	5 0	5 0	5 0	5 0	4 6	4 0	3 6	3 0
3rd child . . . . .	5 0	5 0	4 6	4 0	3 6	3 0	2 6	2 0	2 0	2 0	2 0	2 0
4th child . . . . .	4 0	4 0	3 6	3 0	3 0	2 6	2 0	2 0	2 0	1 6	1 6	1 0
5th child . . . . .	4 0	3 6	3 6	3 0	2 6	2 6	2 0	2 0	1 6	1 6	1 0	1 0
6th child . . . . .	3 6	3 0	3 0	3 0	2 6	2 6	2 0	2 0	1 6	1 0	1 0	1 0
7th child . . . . .	3 6	3 0	3 0	3 0	2 6	2 6	2 0	1 6	1 0	1 0	1 0	1 0
	and on	and on	and on	and on	and on	and on	and on	and on	and on	and on	and on	and on

Scale to be in force for the Financial Year 1921-22 and succeeding years.

The rates to be adopted for 1921-22 and succeeding years will be those corresponding to the index figure for 1st January of the year concerned; 135 to 126 inclusive will be regarded as 130; 125 to 116 inclusive as 120; and so on. As the index figure on 1st January 1921 is 160, the scale applicable from 1st April 1921 to 31st March 1922 is that shown above under 160. All changes will actually take affect as from the first pay day in April.

## APP. III.—PAYMENTS ON ACCOUNT.—

SCALE C.—SHOWING THE MINIMUM ALLOTMENT NECESSARY ACCORDING TO RANK OR RATING TO QUALIFY A MAN FOR AN AWARD OF MARRIAGE ALLOWANCE.

Rank or Rating.	Allotment.
Chief Mechanics, Chief Artificers, Chief Shipwrights, Chief Petty Officer Mechanics, 1st and 2nd Grade, R.N., and Warrant Officer II, Quartermaster-Sergeants, Quartermaster Sergeant Instructors, and Company Sergeant Majors, R.M.	28s. a week.
All other Chief Petty Officers, and Petty Officers, R.N., and all other non-commissioned Officers, R.M., of the rank of Sergeant and above.	21s. a week.
All other ratings, R.N., and Corporals, and all ranks below, R.M. <u>in receipt of pay and allowances of 2s. 6d. per diem or over.</u>	14s. a week.
<u>Ratings in receipt of pay at the rate of 2s. 3d. per diem only - - -</u>	<u>11s. a week.</u>

(N.P. II/1624/22.)

### PART IID.—NAVAL DISCIPLINE ACT, SECTION 98A. PROCEDURE TO BE OBSERVED BY COMMANDING OFFICERS OF SHIPS.

(A).—Where a Summons for a Person to whom the Section applies is either served on a Commanding Officer or forwarded to him by the Admiralty or served personally upon the man.

1. The Naval Discipline Act, Section 98A, provides that a summons may be :—
  - (a) served directly upon the Commanding Officer, or
  - (b) left at the Admiralty.

This provision does not prevent the summons being served directly upon the man personally in accordance with the ordinary procedure of the law if his whereabouts is known to the complainant. When the summons is served personally upon the defendant the provision relating to the supply of conduct money does not apply unless (which is unusual) a witness summons is served concurrently with the summons to appear as defendant. Subject to the exigencies of the Service, facilities should be given for the man to answer the summons.

2. When the summons is forwarded from the Admiralty to the ship it may be assumed that all necessary formalities have been observed, and whenever possible facilities should be afforded. When conduct money is received at the Admiralty the ship will be advised of the fact for the purpose of the necessary entries being made in the man's ledger account. The entries made in the man's account should be reported at the time to the Accountant-General of the Navy (Branch 18B).

3. When the summons is served upon the Commanding Officer, the responsibility rests with him that the necessary conduct money is provided. The amount should be ascertained by reference to the Admiralty.

4. With summonses which are served personally the Commanding Officer is not concerned beyond the giving of the necessary leave.

5. With summonses served on the Commanding Officer or forwarded for service from the Admiralty, the following procedure should be observed :—

- (a) If the man is at the time under orders for service on a foreign station (i.e., service based on a port outside the British Isles), this fact should be endorsed upon the summons, which should then be returned direct (by registered post) to the Clerk of the Court from which the summons is issued. All subsequent proceedings are absolutely invalid. The Accountant-General should at once be advised whenever this is done.

NOTE.—If, as is usual, the summons is served in duplicate, this certificate can be endorsed on the copy which is to be returned.

- (b) There is no objection to the man being informed that a summons has been issued and his being asked, in the case of an illegitimate child, if he voluntarily wishes to acknowledge the paternity of the child and to make a voluntary allotment in favour of its mother, but it should be explained to him that such payment will be evidence against him as an admission of paternity, from which admission he cannot subsequently withdraw. Care should be taken that action on these lines is entirely the wish of the man. The maximum order which can be made by the Court for an illegitimate child is 10s. per week

## PART IIb.—NAVAL DISCIPLINE ACT, SECTION 98A.

- (c) If not under orders for foreign service, the exigencies of His Majesty's Service may nevertheless prevent the attendance of the man at the date specified on the summons. If that is so the summons should be endorsed with a notation to that effect and returned to the Clerk of the Court. It is then usual for a new summons to be issued for a subsequent date, and much correspondence is avoided if the Court is informed of some future date on or near which the man can probably attend. The plea of exigencies of the Service is not to be used merely to evade a hearing of the case.
- (d) If the exigencies of the Service will permit the attendance of the man, leave should be granted and facilities afforded for him to attend. But many men will wish to avoid the trouble and expense of a hearing and will prefer to admit the paternity and to let the case go by default. If so, the man should be definitely informed that the opportunity will be given him to attend in Court and to defend the case if he wishes. If he elects to appear by means of a legal representative this is regarded as personal appearance for the purposes of the Act. If he persists that he does not wish to attend, the summons should be endorsed to the effect :—
- (i) That it has been duly served upon the man.
  - (ii) That he has been given the opportunity of attending the hearing of the case, but does not wish to do so.
  - (iii) That he will attend the hearing by means of a legal representative.
- If the man wishes he can also :—
- (iv) Sign an admission of the paternity of the child, and
  - (v) sign a consent to a decree for a particular sum.

If statements are forwarded in accordance with (iv) and (v) they may provide evidence which might not otherwise be forthcoming, and the Court is not limited to the amount stated in (v).

(B).—Where an Order or Decree for Payment has been made and has been sent to the Admiralty.

1. The order will be forwarded to the Commanding Officer of the ship in which the seaman or marine is serving.
2. The Commanding Officer must make enquiries from the man as to whether he did in fact defend the case, unless this is distinctly stated in the order, and, if the man did not, whether he received the summons. If the summons was received by the man, the Commanding Officer is to satisfy himself whether the man had a reasonable opportunity of appearing in Court to defend the case.
3. If the Commanding Officer is satisfied that the man either did not receive the summons or was prevented by Service requirements from attending the hearing, or for other cause had no reasonable opportunity of appearing to defend the case before the Court, he shall forthwith report to the Admiralty.
4. If the Commanding Officer is satisfied that the man did receive the summons, and was not prevented by Service requirements or other reasonable cause from attending the hearing in order to defend the case, he shall endeavour to induce the man to comply with the terms of the order by a voluntary allotment.
5. In the event of refusal, deductions should forthwith be made from the man's pay in accordance with the terms of the order if within the scale provided by the Act in respect of maintenance, or the scale maximum as shown immediately hereunder should be deducted if exceeded by the terms of the order.
6. The following are the revised rates of compulsory charges (Naval Discipline Act of 1922) in respect of each separate order or decree :—

	For wife and child.	For bastard child.
Chief Mechanician, Chief Artificer, Chief Shipwright, Chief Petty Officer Mechanic or Warrant Officer II, Quartermaster Sergeant, Quartermaster Sergeant Instructor, Company Sergeant Major, in the Royal Marines . . . . .	4/- a day.	3/- a day
Any other Chief Petty Officer or a Petty Officer, or any other Non-Commissioned Officer not below the rank of Sergeant in the Royal Marines	3/- „	2/- „
Any other Naval rating, or Soldier in the Royal Marines . . . . .	2/- „	1/6 „

7. Men should be warned that, if, on promotion, \_\_\_\_\_ they do not draw attention to the fact that they have compulsory allotments in force which should be increased on advancement, they may be made liable for accrued arrears.

### APP. III.—PAYMENTS ON ACCOUNT.—

8. In the absence of any instructions to the contrary, weekly charges should be made as from the Thursday following the date on which the compulsory deduction from pay is authorised by the Admiralty.

9. In addition, where an amount, representing a sum of money left in the hands of the Commanding Officer or the Admiralty with the process and expended for the purpose of enabling the man to attend the hearing, is adjudged to be paid as costs incurred in obtaining the order, such sum should be charged against the man in a single sum on the ledger, and the Accountant-General should be informed at the time, where the entry appears.

10. In order that payment of the deductions due to the complainant may be regularly made, the Commanding Officer is to forward a declaration of weekly allotment (Forms S. 63 or S. 63A) for a sum corresponding to the deductions authorised for maintenance (the signature of the rating being dispensed with, unless the man makes a voluntary allotment) and to remit the costs (so far as they represent the sum left with the process and expended for the purpose of enabling the man to attend the hearing) as may be directed in the order as soon as the man's wages' account admits of the payment being made. A man is not to be brought into debt as a result of this arrangement.

(C).—*Where an Order or Decree for Payment has not been made for desertion without reasonable cause, or has been made but does not comply with the above conditions.*

In all cases, whether of seamen or marines, arising under Sub-section 2 (a) of Section 98A in which appeals are made on behalf of a wife or child who has been deserted or left in destitute circumstances without reasonable cause, but where no order or decree has been made, the applications should always be referred to the Admiralty. Where an order or decree has been made, but does not comply with the conditions prescribed above, the same procedure should be followed. Where it seems desirable, the man may be asked whether he wishes to make a voluntary allotment, or whether he wishes to make any statement before the application is referred to the Admiralty.

NOTE.—The power given to the Admiralty by this Sub-section of the Act to order compulsory deductions in the absence of Valid Court orders or decrees will only be used in rare and exceptional circumstances, as it is desirable that such matters should be determined by a magistrate after hearing evidence for both parties on oath.

(D).—*Where a Deserter is recovered and a compulsory allotment was in force at the time of desertion.*

On receipt of notification (Article 1624, Clause 6) of recovery, payment of the amount of the compulsory allotment will be resumed as from the date of recovery, provided that the man is to be retained in naval service, and that, with the necessary charges, he will be clear of debt within three months of recovery. In these circumstances charges should be resumed and the fact notified. (N.P. II/1624/22.)

# PART II. E.—MEN IN DEBT, &c.

Part II. E.—TABLE SHOWING THE ACTION TO BE TAKEN IN REGARD TO ALLOTMENTS AND MARRIAGE ALLOWANCES PAYABLE IN RESPECT OF MEN WHO ARE IN DEBT, AWAITING TRIAL, OR WHO HAVE BEEN SENTENCED TO DETENTION, IMPRISONMENT OR DISMISSAL.

Details of Case.	(1) Action as regards Marriage Allowance.	(2) Allotment to Wife and Guardian of Children eligible for Marriage Allowance.	(3) Allotment to other Persons not eligible for Marriage Allowance.
(A) Debt from any cause . . .	Payment will continue provided that allotment conditions are fulfilled.	May be allowed at 10s. weekly if debt can at same time be liquidated within three months. An allotment of at least 2s. 6d. per week is to be permitted in any case.	May be allowed within the rates for a wife, &c., where actual dependency exists. Any existing allotment, if at a lower rate than the minimum for wife, &c., not to be increased while the man is in debt.
(B)—(i) Men (Royal Navy and Royal Marines) under arrest by Civil Power and Royal Marines on Shore Strength awaiting trial by Court Martial for offences other than desertion.*	As (A) above . . . . .	A nominal allotment of 2s. 6d. only may be permitted as soon as the balance of pay has been exhausted by the normal allotment.	Where actual dependency exists may be permitted within the limits of the balance of pay.
(B)—(ii) Men (Royal Navy and Royal Marines) awaiting trial for desertion.	As (A) above . . . . .	A nominal allotment of 2s. 6d. only may be permitted.	Not permitted.
(C) Men tried and subsequently acquitted by Civil Power or Naval authority.	As (A) above . . . . .	Allotment declared under Section B. should be restored to the normal rate <i>with arrears</i> .	Man may allot as usual.
(D) Men convicted by the Civil Power	No payment can be made . . . .	Not permitted . . . . .	Not permitted.

## APPENDIX III.—PART II. E.—continued.

Details of Case.	(1) Action as regards Marriage Allowance.	(2) Allotment to Wife and Guardian of Children eligible for Marriage Allowance.	(3) Allotment to other Persons not eligible for Marriage Allowance.
(E) Men sentenced summarily by Naval authority or by Court Martial to imprisonment for offences of a civil character— (a) who will return to duty .  (b) for whose discharge to shore after completion of punishment application has been made.  (c) whose discharge has been decided upon at the date of sentence.	As (D) above . . . . .  As (D) above . . . . .  (Should the submission for discharge As (D) above . . . . .	An allotment can be permitted only to the extent of the balance of pay at the date of sentence. Allotment must cease as at the Thursday prior to sentence or at the date of sentence if a Thursday. not be approved, action is to be taken As (E) (b) above . . . . . As (E) (b) above.	May be permitted within the limits of the balance of pay.  Allotment must cease as at the Thursday prior to sentence or at the date of sentence if a Thursday. as at (E) (a). As (E) (b) above.
(F) Men sentenced summarily or by Court Martial to detention (whatever the offence, i.e., whether of a civil or naval character) and men sentenced to imprisonment for offences of a Naval or Military character— (a) who will return to duty .	As (A) above . . . . .	As (A) above . . . . .	May be allowed within the rates for a wife, &c., in cases where actual dependency exists. Any existing allotment if at a lower rate than the minimum for wife, &c., may be increased whilst the man is in detention, &c.

# PART II.—MEN IN DEBT, &c.

(b) for whose discharge S.N.L.R. after completion of punishment application has been made to Admiralty (Should (c) whose discharge has been decided upon at the date of sentence.	Payment will continue pending decision as to discharge.	As (E) (a) above	As (b) (c) above.
(G) Court Martial cases if sentence is dismissal only.	the submission to discharge be approved in the case of Naval ratings pay-ment will continue until the date of discharge from ships' books. (This date must be notified to Accountant-General.) In the case of Royal Marines the effective date will be the date of discharge from Shore Strength.	ved, action should be taken under sub-Allotment must cease as at the Thursday prior to cessation of full pay or on the date of cessation if a Thursday.	section (c).) Allotment must cease as at the Thursday prior to cessation of full pay or on the date of cessation if a Thursday
	As (F) (c) above . . . .	As (F) (c) above . . . .	As (F) (c) above.

\* Naval ratings and Marines serving afloat awaiting trial by Naval authority for offences other than desertion are allowed pay whilst awaiting trial (Art. 1362).

(N.P. II/3181/23.)



# APP. III.—PAYMENTS ON ACCOUNT.—

PART III.—SCALE OF THE FOUR-SEVENTHS ADVANCE OF PAY AND LEAVE ALLOWANCE TO MEN GOING ON LEAVE.

Rate of Pay.	Number of Days' Leave.						
	7	8	9	10	11	12	13
s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
8 6	1 16 10	2 2 1	2 7 4	2 12 7	2 17 11	3 3 2	3 8 5
8 3	1 15 10	2 0 11	2 6 1	2 11 2	2 16 4	3 1 5	3 6 7
8 0	1 14 10	1 19 10	2 4 9	2 9 9	2 14 9	2 19 9	3 4 8
7 9	1 13 10	1 18 8	2 3 6	2 8 4	2 13 2	2 18 0	3 2 10
7 6	1 12 10	1 17 6	2 2 3	2 6 11	2 11 7	2 16 3	3 1 0
7 3	1 11 10	1 16 5	2 0 11	2 5 6	2 10 0	2 14 7	2 19 1
7 0	1 10 10	1 15 3	1 19 8	2 4 1	2 8 5	2 12 10	2 17 3
6 9	1 9 10	1 14 1	1 18 4	2 2 7	2 6 11	2 11 2	2 15 5
6 6	1 8 10	1 12 11	1 17 1	2 1 2	2 5 4	2 9 5	2 13 7
6 3	1 7 10	1 11 10	1 15 9	1 19 9	2 3 9	2 7 9	2 11 8
6 0	1 6 10	1 10 8	1 14 6	1 18 4	2 2 2	2 6 0	2 9 10
5 9	1 5 10	1 9 6	1 13 3	1 16 11	2 0 7	2 4 3	2 8 0
5 6	1 4 10	1 8 5	1 11 11	1 15 6	1 19 0	2 2 7	2 6 1
5 3	1 3 10	1 7 3	1 10 8	1 14 1	1 17 5	2 0 10	2 4 3
5 0	1 2 10	1 6 1	1 9 4	1 12 7	1 15 11	1 19 2	2 2 5
4 9	1 1 10	1 4 11	1 8 1	1 11 2	1 14 4	1 17 5	2 0 7
4 6	1 0 10	1 3 10	1 6 9	1 9 9	1 12 9	1 15 9	1 18 8
4 3	0 19 10	1 2 8	1 5 6	1 8 4	1 11 2	1 14 0	1 16 10
4 0	0 18 10	1 1 6	1 4 3	1 6 11	1 9 7	1 12 3	1 15 0
3 11	0 18 6	1 1 2	1 3 9	1 6 5	1 9 1	1 11 9	1 14 4
3 10	0 18 2	1 0 9	1 3 4	1 5 11	1 8 7	1 11 2	1 13 9
3 9	0 17 10	1 0 5	1 2 11	1 5 6	1 8 0	1 10 7	1 13 1
3 8	0 17 6	1 0 0	1 2 6	1 5 0	1 7 6	1 10 0	1 12 6
3 7	0 17 2	0 19 7	1 2 1	1 4 6	1 7 0	1 9 5	1 11 11
3 6	0 16 10	0 19 3	1 1 8	1 4 1	1 6 5	1 8 10	1 11 3
3 5	0 16 6	0 18 10	1 1 3	1 3 7	1 5 11	1 8 3	1 10 8
3 4	0 16 2	0 18 6	1 0 9	1 3 1	1 5 5	1 7 9	1 10 0
3 3	0 15 10	0 18 1	1 0 4	1 2 7	1 4 11	1 7 2	1 9 5
3 2	0 15 6	0 17 9	0 19 11	1 2 2	1 4 4	1 6 7	1 8 9
3 1	0 15 2	0 17 4	0 19 6	1 1 8	1 3 10	1 6 0	1 8 2
3 0	0 14 10	0 16 11	0 19 1	1 1 2	1 3 4	1 5 5	1 7 7
2 11	0 14 6	0 16 7	0 18 8	1 0 9	1 2 9	1 4 10	1 6 11
2 10	0 14 2	0 16 2	0 18 3	1 0 3	1 2 3	1 4 3	1 6 4
2 9	0 13 10	0 15 10	0 17 9	0 19 9	1 1 9	1 3 9	1 5 8
2 8	0 13 6	0 15 5	0 17 4	0 19 3	1 1 3	1 3 2	1 5 1
2 7	0 13 2	0 15 1	0 16 11	0 18 10	1 0 8	1 2 7	1 4 5
2 6	0 12 10	0 14 8	0 16 6	0 18 4	1 0 2	1 2 0	1 3 10
2 5	0 12 6	0 14 3	0 16 1	0 17 10	0 19 8	1 1 5	1 3 3
2 4	0 12 2	0 13 11	0 15 8	0 17 5	9 19 1	1 0 10	1 2 7
2 3	0 11 10	0 13 6	0 15 3	0 16 11	0 18 7	1 0 3	1 2 0
2 2	0 11 6	0 13 2	0 14 9	0 16 5	0 18 1	0 19 9	1 1 4
2 1	0 11 2	0 12 9	0 14 4	0 15 11	0 17 7	0 19 2	1 0 9
2 0	0 10 10	0 12 5	0 13 11	0 15 6	0 17 0	0 18 7	1 0 1
1 11	0 10 6	0 12 0	0 13 6	0 15 0	0 16 6	0 18 0	0 19 6
1 10	0 10 2	0 11 7	0 13 1	0 14 6	0 16 0	0 17 5	0 18 11
1 9	0 9 10	0 11 3	0 12 8	0 14 1	0 15 5	0 16 10	0 18 3
1 8	0 9 6	0 10 10	0 12 3	0 13 7	0 14 11	0 16 3	0 17 8
1 7	0 9 2	0 10 6	0 11 9	0 13 1	0 14 5	0 15 9	0 17 0
1 6	0 8 10	0 10 1	0 11 4	0 12 7	0 13 11	0 15 2	0 16 5
1 5	0 8 6	0 9 9	0 10 11	0 12 2	0 13 4	0 14 7	0 15 9
1 4	0 8 2	0 9 4	0 10 6	0 11 8	0 12 10	0 14 0	0 15 2
1 3	0 7 10	0 8 11	0 10 1	0 11 2	0 12 4	0 13 5	0 14 7
1 2	0 7 6	0 8 7	0 9 8	0 10 9	0 11 9	0 12 10	0 13 11
1 1	0 7 2	0 8 2	0 9 3	0 10 3	0 11 3	0 12 3	0 13 4
1 0	0 6 10	0 7 10	0 8 9	0 9 9	0 10 9	0 11 9	0 12 8
0 11	0 6 6	0 7 5	0 8 4	0 9 3	0 10 3	0 11 2	0 12 1
0 7	0 5 2	0 5 11	0 6 8	0 7 5	0 8 1	0 8 10	0 9 7
0 6	0 4 10	0 5 6	0 6 3	0 6 11	0 7 7	0 8 3	0 9 0

# **PART III.—SCALE OF THE FOUR-SEVENTHS ADVANCE, &c.**

**NOTE.**—These amounts are calculated for men in the first class for conduct who do not allot. For men who are in the second class for conduct or who allot, a corresponding reduction should be made. A reduction should also be made for any other running charges.

## **PART IV.—Cancelled.**

(N.P. I/1597/22.)

## **APPENDIX IV.**

### **ALLOWANCE IN LIEU OF PROVISIONS, FUEL AND LIGHTS.**

#### **DAILY RATES.**

To each officer not victualled under Clause 1 of Article 1517 and Article 1684 . . . . . 5s. 0d. a day.  
To each man not victualled as above . . . . . 3s. 6d. „  
(C. II/7712/20.)

#### **ANNUAL RATE.**

To each Officer coming under Article 1517 Clause 2, £80 per annum, this rate being calculated at 5s. a day for one year, less the authorised absence on leave. Payment is to be made in the manner directed in Article 1365 Clause 4, for which purpose, Form S. 1004 should be used.

#### **Notes—**

(a) When an Officer or man becomes entitled to a subsistence allowance, and provision allowance has previously been paid to him, either at the daily or annual rate, abatements are to be made from the subsistence allowance of provision allowance as follows :—

Rank.	(A) Whenever absent a night or for every 24 hours' absence.	(B) Above 9 hours and not absent the night.	(C) Above 5 but under 9 hours.
Officers, R.N. and R.M. : Rate of deduction to be C.P.O.'s, N.C.O.'s ratings, men and boys : Rate of deduction to be	The full daily rate of provision allowance.	One-half the daily rate of provision allowance.	One-fifth the daily rate of provision allowance to the nearest penny below.

(b) The above rates including the rate of abatement in Note (a) are subject to periodical revision from time to time by Admiralty Fleet Orders.

(C. II/2823/21)

## **APPENDIX V.**

### **SERVANTS' ALLOWANCE.**

Officers living on shore (except those referred to in paras. 3 and 4 hereunder) without the services or partial services of a servant provided at the expense of the Crown, and in receipt of the full pay of their rank and lodging and provision allowances at the ordinary rates are eligible for Servants' Allowance at the following rates :—

	Per annum.
	£ s. d.
Officers of Captain's rank and above (other than those referred to in para. 3);	
Officers of Commander's rank; Flag Lieutenants and Secretaries to Flag	
Officers or Commodores	60 0 0
Other Ward Room Officers (except Mates, R.N., 2nd Lieutenants, R.M., and Lieutenants, R.M., with less than four years' commissioned service)	30 0 0
Second Lieutenants, R.M., Lieutenants, R.M., with less than 4 years' commissioned service; Mates, Gun Room Officers, Commissioned Officers from Warrant rank and Warrant Officers	13 10 0
Chaplains of 8 years' seniority will, for this purpose, rank as Commanders and above, and Chaplains of less than 8 years' seniority as Ward Room Officers below the rank of Commander.	

## APP. VI.—ALLOWANCES.—

2. The condition regarding receipt of lodging and provision allowances at the ordinary rates may be dispensed with for officers accommodated in official residences or otherwise at the public expense, provided that the remaining conditions prescribed in para. 1 be fulfilled.

3. **Flag Officers and Captains in Command.**—Flag Officers in appointments for which more than one servant is allowed and Captains in command of a ship or establishment are eligible for higher rates of allowance at the discretion of the Admiralty. Payment may be continued to the successive holders of an appointment for which the rate of Servants' Allowance has been decided by the Admiralty, but where a rate has not been so approved payment should not be made without prior Admiralty authority.

4. **Officers Ineligible.**—The following officers are not eligible for the allowances, viz. :—

(a) Officers in receipt of special rates of subsistence allowance or whose hotel expenses are paid by the Admiralty.

(b) Officers not in receipt of Naval full pay.

5. **Cessation.**—The payment of servants' allowance should cease concurrently with the cessation of lodging allowance.

6. **Revision.**—All rates of servants' allowance are subject to revision periodically.

(N.P. I./359/21.)

7. Officers in receipt of Servants' Allowances who are promoted to ranks carrying higher rates of Servants' Allowance under the above scale are to be paid such higher rates as from the date of receipt of notification of promotion irrespective of reappointment in the higher rank.

(N.P. I./294/23.)

### APPENDIX VI.

#### OFFICERS OF THE ROYAL NAVAL TRANSPORT SERVICE.— RANK AND PAY.

Grade of Transport Officer.	Equivalent Rank.	Pay.
Principal Naval Transport Officer	If a Flag Officer, the rank he holds. Otherwise Commodore, 2nd Class Captain.	See Footnote.*
Divisional Naval Transport Officer.		
Transport Officer, 1st grade -	Commander, unless already of higher rank when he retains that rank.	
" " 2nd " -	Lieutenant Commander.	
" " 3rd " -	Lieutenant.	
" " 4th " -	Sub-Lieutenant or Warrant Officer.	

\* The pay of Transport Officers is under review.

2-4. *Cancelled.*

5. Officers granted a higher relative rank under the above table to enjoy the status and wear the uniform of that higher rank, but not to be entitled to use the higher naval title, e.g., a Captain who is a Principal Naval Transport Officer, though granted the relative rank of Commodore, 2nd Class, will still only be entitled to be styled Captain, unless he is granted the actual rank of Commodore, 2nd Class, by the Admiralty.

6. In conducting correspondence, Officers of the Transport Service are to use their Transport titles.

(N.P. I/1092/21.)

APPENDIX VIA.

SCALE OF GRANTS, ETC., TO GUNNERY AND TORPEDO IMPROVEMENT FUNDS.

I.—MARINE DIVISIONS COAST GUARD AND FLEET ESTABLISHMENTS ON SHORE  
(Article 1371, Clauses 1-8).

Payments for returned cartridge cases, &c., are to be made at the following rates :—

	£	s.	d.	per	Weight. Lbs.
(a) For cartridges					
Aiming rifle, 1 inch electric . . . . .	1	0	0	per 1,000 of	174
" " percussion . . . . .	1	0	0	"	166
Machine gun, 0.45 inch . . . . .	0	2	6	"	37
M. G. and S.A., 0.303 inch . . . . .	0	2	6	"	25
Pistol, Webley . . . . .	0	1	6	"	10½
Aiming tube, central fire . . . . .	0	0	6	"	4
" " rim fire . . . . .	0	0	3	"	1½
S.A. pistol, self-loading, Webley and Scot . . . . .	0	2	0	"	13½
(b) For fired vent sealing tubes—					
Percussion, large . . . . .	0	5	0	"	68
Percussion . . . . .	0	4	0	"	42½
Electric wireless, large . . . . .	0	5	0	"	81½
" P " . . . . .	0	4	0	"	47½
(c) For lead, cupro-nickel and lead or copper and lead (from bullets) . . . . .	0	1	6	"	28

Fractional parts of these quantities are to be paid for in proportion.

Payment for cartridge cases, tubes, &c., can be made by number or weight, as convenient.

(G. 12093/22 and N. 5386/23.)

II.—SHIPS GUNNERY IMPROVEMENT FUNDS. (Article 1371, Clauses 9 and 10.)

	Per annum. £
Battleships and Battle Cruisers . . . . .	10 each.
Cruisers . . . . .	8 "
Light Cruisers . . . . .	5 "
Large (named) Monitors, also Destroyer and Submarine Depot ships not provided for above . . . . .	
Small (numbered) Monitors . . . . .	4 "
Sloops, Gun Boats, Destroyers and Armed Merchant Cruisers . . . . .	
Torpedo Boats . . . . .	2 "
Patrol Boats (" P " Class), and vessels of the " Hunt " and " Ascot " Classes . . . . .	
Submarines of " K ", " L " and " M " Classes . . . . .	2 "
Independent Commands not included in above categories . . . . .	
Armed tenders generally not provided for above, e.g., Submarines, Armed Boarding Vessels, Yachts, Trawlers, Drifters, &c. . . . .	10s. "

(E. 3666/21.)

III.—TORPEDO IMPROVEMENT FUNDS. (Article 1371, Clauses 9 and 11.)

	Per annum. £ s. d.
(1) Battleships of " Dreadnought " class and later Battle Cruisers and Special Light Cruisers . . . . .	20 0 0
(2) Light Cruisers " Blonde," " Boadicea," " Bristol " Classes and later . . . . .	10 0 0
(3) Flotilla Leaders and Destroyers armed with 21-inch torpedoes . . . . .	3 0 0
(4) Submarines . . . . .	4 0 0
(5) Coastal Motor Boats fitted with Torpedo Armament . . . . .	0 10 0

## APPENDIX VII.

SCALE OF STORE ALLOWANCES TO OFFICERS OF  
THE ROYAL NAVY.

1. Store Allowances are payable as shown below to officers in charge of, and rendering accounts for, stores of ships in the categories named.
2. Only Officers below the rank or relative rank of Commander are eligible for payment and no officer may be paid for more than three descriptions of stores.
3. Store allowances not actually authorised by this Appendix are not to be paid without prior Admiralty authority.
4. Store Allowances are not payable to officers on passage or borne to close accounts.
5. The allowances shown in this Appendix are to be paid on the ledger concurrently with full pay. Payment is not to be made as a matter of course, but is to be dependent on the Commanding Officer being satisfied that, *prima facie*, the accounts are being well kept. If the Commanding Officer is not satisfied as to the manner in which store duties are being performed, he may direct that payment of store allowance is to be withheld. He is then to fill up and sign a certificate in the following form, and to forward a report of the circumstances to the Accountant-General of the Navy:—

*Certificate.*

"This is to certify that I am not satisfied that.....has performed his duties in connection with the charge and accounts of the.....Stores in a satisfactory manner, and I have therefore directed the Accountant Officer to withhold payment of the allowance pending the decision of the Admiralty on the report which I am forwarding herewith.

(Signed).....Captain.

.....Date."

6. **Absence, Sick.**—When an officer in charge of stores is sent sick to hospital and his stores are placed in the charge of another officer, the latter is to receive the allowance due for the performance of the duties from the date of his being placed in charge, and he will be held responsible for any deficiencies. Stock is then to be taken in accordance with Article 1835, Clause 6.

7. **Charge of Same Description of Stores in more than One Ship.**—As a general rule only one allowance will be paid for charge of the same description of stores in two or more ships, but special exceptions to this rule may be made on application to the Admiralty.

(N.P. 1/21.)

8. **Classification of Ships.**—His Majesty's Ships excluding small craft detailed in paragraph 11 are classified as follows:—

Class A. Ships of and over 9,000 tons.	}	<i>Note.</i> —The tonnage basis is that shown in the Navy List.
Class B. Ships of 4,000 and under 9,000 tons		
Class C. Ships under 4,000 tons.		

The foregoing classification is applicable to the following types of ships:

Battleships.	Monitors.
Battle Cruisers.	Destroyer Depot Ships.
Cruisers.	Coast Defence Ships.
Light Cruisers.	Submarine Depot Ships.
Aircraft Carriers.	His Majesty's Yacht "Victoria & Albert."
H.M.S. "Dwarf."	
H.M.S. "Thistle."	
H.M.S. "Princess Margaret."	His Majesty's Yacht "Enchantress."

(N.P. 1/875/22 and N.P. 1/1190/23.)

9. **Rates of Allowances in Ships Classified as in Paragraph 8.—**

- (a) { SHIPS IN SEAGOING COMMISSION.  
SHIPS IN HARBOUR COMMISSION ABROAD. }

For charge of one description of Warrant Officers' stores

Ships in Class A	1s. a day.
" " B	9d. "
" " C	6d. "

For charge of each description of stores, for which separate accounts are rendered not exceeding two, other than the first

6d. "

- (b) { SHIPS IN HARBOUR COMMISSION AT HOME.  
SHIPS IN RESERVE COMMISSION AT HOME OR ABROAD.  
SHIPS OUT OF COMMISSION AT HOME OR ABROAD. }

Half the rates detailed at (a) above are payable so long as the vessels are fully stored. Payment to be supported by a note on the ledger that the vessels are fully stored.

# OFFICERS.

(c) *Cancelled.*

10. **Definition of Description of Stores.**—The descriptions of Stores for which separate allowances are payable are :—

- (a) Gunner's Naval Stores.
- (b) Gunner's Naval Ordnance Stores.
- (c) Boatswain's Stores.
- (d) Shipwright's Stores.

In vessels in which a Torpedo Commissioned or Warrant Officer is allowed by authorised seagoing complement, separate allowances are payable for the following descriptions of stores in addition to those referred to above :—

- (e) Naval Torpedo Stores.
- (f) Naval Ordnance Torpedo, Mining and Whitehead Stores combined.

(N.P. I/5421/20 and N.P. I/875/22.)

11. **Allowances in Ships not included in the foregoing Arrangements.**—All payments Store Allowances under this paragraph in vessels other than those in seagoing commission are to be supported by a note on the ledger that the vessels are fully stored.

The allowances provided for Commissioned Gunners or Commissioned Gunners (T) or Gunners or Gunners (T) are equally applicable to Lieutenants and Lieutenant Commanders promoted from these ranks.

(a) **FLOTILLA LEADERS OF "SHAKESPEARE" AND LATER CLASSES.**

*When in seagoing commission.*

- (i) Warrant Officers' Naval Stores.  
To Engineer Officer for all descriptions combined . . . . 1s. a day.
- (ii) Gunner's Naval Ordnance Stores.  
To Commissioned Gunner or Gunner . . . . 6d. "
- (iii) Naval Ordnance Torpedo Stores } combined.  
Mining Stores }  
Whitehead Torpedo Stores }  
To Commissioned Gunner (T) or Gunner (T) . . . . 6d. a day

*When not in seagoing commission but fully stored.*

- (i) Warrant Officer's Naval Stores.  
To Engineer Officer for charge of all descriptions of a vessel or a group of vessels . . . . 6d. a day.
- (ii) Gunner's Naval Ordnance Stores.  
To Commissioned Gunner or Gunner for charge of Stores of a group of vessels . . . . 3d. a day.
- (iii) Naval Ordnance Torpedo Stores } combined.  
Mining Stores }  
Whitehead Torpedo Stores }  
To Commissioned Gunner (T) or Gunner (T) for charge of stores of a group of vessels . . . . 3d. a day.

(b) { **FLOTILLA LEADERS EARLIER THAN THE "SHAKESPEARE" CLASS.**  
**DESTROYERS OF "F" AND LATER CLASSES.**  
**TORPEDO BOATS NOS. 1-36.**  
**PATROL BOATS.** }

*When in seagoing commission.*

- (i) Warrant Officers' Naval Stores.  
To Engineer Officer for charge of all descriptions combined . . 1s. a day.
- (ii) Gunner's Naval Ordnance Stores } combined.  
Naval Ordnance Torpedo Stores }  
Mining Stores }  
Whitehead Torpedo Stores }  
To Commissioned Gunner or Commissioned Gunner (T) or Gunner or Gunner (T) . . . . 6d. a day.

*When not in seagoing commission, but fully stored.*

- (i) Warrant Officer's Naval Stores.  
To Engineer Officer for charge of all descriptions in a vessel or group of vessels . . . . 6d. a day.
- (ii) Gunner's Naval Ordnance Stores } combined.  
Naval Ordnance Torpedo Stores }  
Mining Stores }  
Whitehead Torpedo Stores }  
To Commissioned Gunner or Commissioned Gunner (T) or Gunner or Gunner (T) for charge of stores of a group of vessels . . . . 3d. a day.

(N.P. I/2927/21.)

(c) SLOOPS OF THE "ANCHUSA," "ACACIA," "ARABIS," "AZALEA," "AUBRETHA" AND "ARD PATRICK" CLASSES, H.M.S. "ESPIÈGLE," "VESSELS OF THE "ABERDALE" CLASS, SURVEYING SHIPS AND H.M. SHIPS "ALACRITY," "TRIAD" AND "SURPRISE."

*When in seagoing commission.*

To Engineer Officer for combined charge of all descriptions of Warrant Officers' stores, Naval stores and of Naval Armament stores if a Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) be not borne	1s. a day.
To Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) for charge of Naval Armament stores	6d. a day.

*When not in seagoing commission, but fully stored.*

To Engineer Officer for combined charge of all descriptions of Warrant Officers' stores, Naval stores and of Naval Armament stores if a Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) be not borne	6d. a day.
To Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) for charge of Naval Armament stores	3d. a day.

(N.P. I/875/22).

NOTE 1.—Surveying Ships laid up with winter complement will, for the purpose of this sub-section, be regarded as NOT in seagoing commission and half-rates of store allowance will accordingly be payable.

NOTE 2.—In all vessels of the classes named above, the Naval Armament Stores, if any, should, in the absence of a Gunner or Commissioned Gunner, be placed in charge of a Boatswain rather than of an Engineer Officer.

In Surveying Ships where a Boatswain has charge of such stores he may be paid an allowance of 3d. a day during the period of active surveying work, but no allowance will be paid during the winter "lay up."

In other cases where a Boatswain assumes charge of Naval Armament Stores in the small craft indicated he will not necessarily be entitled to store allowance because the quantity of Armament Stores transferred to his charge will generally be small. Any applications for payment of an allowance other than in Surveying Ships should be submitted for Admiralty directions. (A.G./G. 786/22.)

(d) ARMED MERCHANT CRUISERS AND MERCANTILE FLEET AUXILIARIES.

These vessels will be classified according to tonnage as laid down in para. 8, but the number of the allowances payable for the whole of the Warrant Officers' stores is restricted to two on the scale laid down in para. 9. The stores may be divided as follows:—

- (i) Gunner's stores.
- (ii) Boatswain's and Shipwright's stores combined.

(e) RIVER GUN BOATS. \_\_\_\_\_

*When in seagoing commission.*

For combined charge of all Warrant Officers' Naval stores and of Naval Armament stores if a Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) be not borne	1s. a day.
To Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) for charge of Naval Armament stores	6d. a day.

*When not in seagoing commission, but fully stored.*

For combined charge of all Warrant Officers' Naval stores and of Naval Armament stores if a Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) be not borne	6d. a day.
To Gunner Gunner (T), Commissioned Gunner or Commissioned Gunner (T) for charge of Naval Armament Stores	3d. a day.

(f) LARGE MONITORS OF "ABERCROMBIE," "EREBUS" "HUMBER" "LORD CLIVE" AND "MARSHAL NEY" CLASSES.

In addition to the allowances provided in para. 9 and para. 10 (a-d) an allowance is payable in these vessels for charge of Naval Torpedo stores, but not for Naval Ordnance Torpedo and Mining stores, provided always that no officer shall receive allowances for more than three descriptions of stores concurrently (see para. 2.).

(g) SUBMARINES—"K" AND "M" CLASSES.

*When in seagoing commission.*

To Engineer Officer for combined charge of all descriptions of Warrant Officers' Stores, Naval Stores and of Naval Armament Stores if a Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) be not borne	1s. a day.
To Gunner, Gunner (T), Commissioned Gunner or Commissioned Gunner (T) for charge of Naval Armament Stores	6d. a day.

(N.P.II. 1190/23.)

# NO OFFICERS.

*When in reserve and fully stored.*

To Engineer Officer for charge of all descriptions of Warrant Officers' stores in a vessel or group of vessels . . . . . 6d. a day.

## (h) FISHERY PROTECTION TRAWLERS.

*When in seagoing commission.*

To the third Officer for combined charge of Engineer's and Warrant Officers' stores . . . . . 6d.

*When not in seagoing commission, but fully stored.*

To the third Officer for combined charge of Engineer's and Warrant Officers' stores . . . . . 3d.

12. **Submarine Stores.**—In such Depôt Ships for Submarines as may from time to time be determined by the Admiralty, an allowance of 6d. a day will be paid for the charge of Warrant Officers' Submarine stores. When approved this allowance will be additional to any allowances payable in the Depôt Ship in accordance with the provisions of paras. 1, 9 and 10 hereof, but it will on no account be paid to an officer who is already paid for charge of three descriptions of stores (*see* para. 2).

13. **Vessels under Construction.**—Officers in charge of stores in ships under construction may be paid store allowance at one-half the rates applicable to the ships in question when fully commissioned. Such payment shall commence from the date upon which store accounts are opened or 90 days before the date of commissioning for service, whichever is the later date.

The allowance under this arrangement will be held to be adequate remuneration for the store duties performed while vessels are engaged in running trials.

(N.P. 1/875/22.)

14. **Ships in which the Central Store-Keeping System is in Operation.**—In these vessels allowances are payable only for the following descriptions of stores :—

(i) Gunner's Naval Ordnance.

(ii) Naval Ordnance Torpedo, Mining and Whitehead Torpedo stores combined.

15. **Officers in Charge of Stores on Shore.**—The following table contains particulars of all allowances approved for the charge of stores in circumstances other than those provided for in the preceding sections of this Appendix.

Except as specially provided in the next clause hereof store allowances are not payable in any circumstances in any Shore Establishment or in respect of any description of stores not mentioned in the following table.

In a few cases it has not been possible definitely to settle the allowances to be paid under the present Regulations. These cases are noted in the Schedule as "under consideration" and in each of them any store allowance actually in course of payment at the present time may be continued provisionally.

In assessing the rates of allowances to be paid in respect of the charge of stores by officers holding Shore Appointments account is taken, not only of the amount of store work performed, but also of the extent to which such officers are, by virtue of holding a Storekeeping appointment on Shore, relieved from the performance of other duties which they would ordinarily be called upon to perform without additional remuneration when serving afloat.

Senior Officers should always bear this consideration in mind when recommending the institution of new allowances or the alteration of any of the rates set out below, and should ensure that their submissions contain sufficient data to enable the Admiralty to appreciate the position from this point of view.

Nothing in this Schedule is to be taken as authority for the issue of store allowance to officers of or above the actual or relative rank of Commander.

Establishment.	Description of Stores.	Daily rate of Allowance.	Remarks.
	<i>Nore.</i>		
R.N. Barracks, Chatham (Gun- nery School).	Naval Armament Stores for R.N. Barracks, G. School, De- tention Quarters, Rifle Range, Sheerness and Tenders.	1s.	
Anti-Gas School, Chatham	Naval Armament Stores . . .	3d.	
Garrison Point Signal Station, Sheerness . . . . .	All Stores . . . . .	6d.	
Brightlingsea . . . . .	Naval Armament Stores . . .	6d.	



# APP. VII.—STORE ALLOWANCES

Establishment.	Description of Stores.	Daily rate of Allowance.	Remarks
<i>Nore—cont.</i>			
Shotley Training Establishment -	Gunnery Naval Stores - -	6d.	
	Naval Armament Stores - -	6d.	
	Stores for W/T School - -	6d.	
	Stores for Workshop and Tenders	6d.	
Felixstowe Boom Defence - -	All Stores - - - -	1s.	
Granton Boom Defence - -	All Stores - - - -	1s.	
<i>Portsmouth.</i>			
Gunnery School - - -	Naval Armament Stores for (G) School and Trawler Tenders.	1s.	
	Naval Armament Stores for Experimental Work.	1s.	
Anti-Gas School, Tipnor - -	Naval Armament Stores - -	3d.	
Torpedo School - - -	Naval Armament Stores - -	6d.	
Stokes Bay Experimental Station	All Stores - - - -	1s.	
Horsea Torpedo Range - -	All Stores - - - -	6d.	
Horsea W/T Station - - -	All Stores - - - -	6d.	
For Blockhouse - - -	Naval Armament Stores - -	6d.	
Haslar C.M.B. Base - - -	Whitehead Torpedo Stores	6d.	
	Boatswains' Stores - - -	} 1s. 6d.	
	Shipwrights' Stores - - -		
	Gunnery Naval Stores - - -		
Portland Rifle Range - -	Torpedo W.O. Stores - - -	6d.	
	Naval Stores (combined) - -	6d.	
Portland Anti-Submarine School	Naval Armament Stores - -	6d.	
	All Stores - - - -	6d.	
<i>Plymouth.</i>			
R.N. Barracks (Gunnery School)	Naval Armament Stores for G. School and Tenders.	1s.	
Torpedo School - - -	Naval Armament Stores - -	6d.	
	Whitehead Torpedo Stores - -	6d.	
Mechanical Training Establishment.	Naval Armament Stores - -	3d.	
Boys' Training Establishment -	Naval Armament Stores - -	6d.	
Anti-Gas School - - -	Naval Armament Stores - -	3d.	(N.P. I/1190/23.)
<i>General.</i>			
<hr/>			
<i>Atlantic Fleet.</i>			
Port Edgar Base - - -	Whitehead Torpedo Stores - -	6d.	
	Naval Armament Stores - -	6d.	
<hr/>			
<i>North America and West Indies.</i>			
Bermuda Rifle Range - -	Naval stores - - - -	6d.	
	Armament stores - - - -	6d.	
Bermuda W/T Station - - -	All stores - - - -	6d.	} To be reduced to 3d. in each case when stations are reduced to Care and Maintenance Parties.
Jamaica W/T Station - - -	All stores - - - -	6d.	
St. John's W/T Station - -	All stores - - - -	6d.	
Demerara W/T Station - -	All stores - - - -	6d.	

# TO OFFICERS.

Establishment.	Description of Stores.	Daily rate of Allowance.	Remarks.
<i>Mediterranean.</i>			
Malta, Destroyer Depôt -	Engineer's stores of workshop and all stores of small tenders.	6d.	For combined charge.
Malta W/T Station—Rinella	All stores . . . Boatswain's . . . Shipwright's . . . Naval stores . . . Armament stores . . . Naval stores . . . Armament stores . . .	1s.	
„ W/T Station—St. Angelo.		6d.	
„ Gymnasium and outlying stations.			
„ Rifle Range . .		6d.	
„ Ghain Tuffieha . .		6d.	
„ Rifle range . .		6d.	
„ Ricasoli . .		6d.	
<i>China.</i>			
Gibraltar, Cormorant -	All Naval stores . .	1s.	Summit Signal Station stores should be included in this account.
	Naval Ordnance stores . .	6d.	
„ W/T Station North Front	All stores . . .	6d.	
„ W/T Station, Rock	All stores . . .	6d.	
„ Signal Stations other than W/T Stations.	All stores . . .	6d.	
„ Rifle Range . .	All Naval stores . .	6d.	
<i>East Indies.</i>			
Hong Kong Torpedo Depôt Kowloon.	All stores . . .	1s.	
Hong Kong W/T Station	All stores . . .	6d.	
Singapore W/T Station	All stores . . .	6d.	
<i>Africa.</i>			
Bombay . . .	Gun Mounting stores .	1s.	
Aden W/T Station . .	All stores . . .	6d.	
Ceylon W/T Station . .	All stores . . .	6d.	
Mauritius W/T Station .	All stores . . .	6d.	
Seychelles W/T Station .	All stores . . .	6d.	
<i>Africa.</i>			
Cape Simonstown Dockyard	Naval Stores . . .	6d.	
Cape Rifle Range . .	Armament Stores . .	6d.	

(N.P. I/1190/23.)

# APP. VIII.—COMPENSATION FOR LOSSES

## APPENDIX VIII.

MAXIMUM VALUE TO BE ALLOWED FOR THE NECESSARY ARTICLES OF EQUIPMENT OF NAVAL AND MARINE OFFICERS AND OTHERS AS COMPENSATION FOR LOSSES OF CLOTHING AND OTHER EFFECTS.

*Note.*—Owing to the great increase in prices of Naval and Marine Officers' clothing, etc., which took place during and since the war, the figures shown in this Appendix are out-of-date and their application is suspended until further notice.

(C.II./605722.)

Rank	Uniform and Appointments.	Linen.	Total.
	£	£	£
Admirals, Vice-Admirals, Rear-Admirals and Officers of the same relative rank, and Commodores, 1st class . . . . .	220	36	256
Commodores, 2nd class . . . . .	191	36	227
Captains and Officers of the same relative rank . . . . .	173	39	212
Commanders and Officers of the same relative rank . . . . .	163	39	202
Lieutenants and Officers of the same relative rank . . . . .	152	37	189
Majors, R.M.A. . . . .	142	37	179
Majors, R.M.L.I. . . . .	129	37	166
Captains, R.M.A. . . . .	123	37	160
Captains, R.M.L.I. . . . .	117	37	154
Sub-Lieutenants and Officers of the same relative rank . . . . .	130	33	163
Lieutenants, R.M.A. . . . .	119	33	152
Lieutenants, R.M.L.I. . . . .	115	33	148
Midshipmen . . . . .	87	30	117
Cadets . . . . .	83	30	113
Clerks . . . . .	98	30	128
Assistant Clerks . . . . .	80	30	110
Commissioned Warrant Officers and Warrant Officers . . . . .	86	22	108
Masters-at-Arms . . . . .	—	—	42
Chief Bandmasters (not Royal Marines) . . . . .	—	—	39
Other Chief Petty Officers . . . . .	—	—	36
Petty Officers . . . . .	To be allowed money compensation calculated on, and strictly limited to, the cost at Regulation prices of replacement of articles lost by new clothing, which in quantity must not exceed a full kit, viz. :— (1) A compulsory kit. (2) Such optional articles of kit as are considered necessary for service. (3) Any minor increase in the kit locally approved by the Senior Naval Officer so far as discretion is given him by the Seamen's Uniform Regulations.		
Seamen . . . . .			
Boys . . . . .			
Marines (including Band Ranks) . . . . .			
	To be allowed replacement in kind of articles lost which formed part of the regulated Kit, or if such articles be replaced at the man's expense, repayment to be made at the regulated price.		

NOTES.—1. Aiguillettes are not included in the equipment represented by the above values, and any claims for such article which may arise will be specially considered.

2. For Officers in command, the following deductions will be made from the maximum value for linen in respect of dinner napkins, towels, sheets, and pillow cases, which are provided by the Crown :—

	£	s.	d.
Captains and Commanders . . . . .	7	0	0
Lieutenants . . . . .	5	0	0
Junior Officers . . . . .	4	0	0

3. All necessary cabin furniture, mattresses, blankets, &c., are provided by the Crown and are subsequently not included in the scales of compensation.

4. Claims from Flag Officers and Commodores for loss of plate will be specially considered, but with these exceptions £8 will be taken as the maximum to be allowed for the usual ten pieces of plate for personal use.

5. Mess plate and furniture are not included in the Table, as they are usually provided by the Crown under the Regulations.

# OF CLOTHING AND OTHER EFFECTS.

6. No claim will be admitted on account of plain clothes, nor for mess stock, except when it has been laid in, by order, for passengers.

7. The maximum that will be allowed for a chest of tools is:—

	£	s.	d.
To a Cooper	-	6	15 0
„ Carpenter	-	10	0 0
„ Skilled Artisan	-	11	0 0

## APPENDIX IX.

CALE OF BAGGAGE ALLOWED TO BE EMBARKED OR CARRIED BY RAILWAY AT THE PUBLIC EXPENSE, UNDER ARTS. 1497 AND 1502 BY OFFICERS AND MEN OF THE NAVY AND ROYAL MARINES AND BY OFFICERS, CLERKS AND WRITERS OF CIVIL ESTABLISHMENTS.

### PART I.—NAVAL SCALE.

Rank or Appointment.	Maximum Weight allowed inclusive of Quantity carried free with each Passenger.	To be packed so as not to exceed in Admeasurement.
	Cwt.	Cubic Feet.
Commander-in-Chief	40	200
Admiral	36	180
Vice-Admiral		
Rear-Admiral		
Engineer Rear-Admiral		
Surgeon-General	30	150
Captain of the Fleet, when not a Flag Officer		
Commodore	26	130
Captain	*13	*65
Other Officers of same relative rank as Captain	*9½	*45
Commanders, R.N., Majors, R.M., and other Officers of same relative rank		
Lieutenant Commanders and Lieutenants, R.N., Captains, R.M., and Lieutenants, R.M., over four years from date of entry and other Officers of same relative rank	*6	*30
Sub-Lieutenants, Lieutenants, R.M., under four years from date of entry, and other Officers of the same relative rank, and Warrant and Subordinate Officers	*3½	*18

\* Double these quantities will be allowed—

- (i) to an officer appointed to command a ship;
- (ii) to an officer appointed to a shore appointment whose emoluments (whether consolidated pay or Full Pay and allowances) are chargeable to an Establishment Vote; and
- (iii) to an officer who is provided with an official residence, his duties being performed on shore, notwithstanding the fact that his emoluments are provided for under Vote I of the Navy Estimates.

Officers relinquishing an appointment abroad in connection with which the double allowance of baggage was granted on taking up the appointment will be allowed free conveyance of the double allowance to the port of disembarkation in the United Kingdom, provided they are entitled to passage at Government expense. If entitled to baggage expenses after arrival in the United Kingdom they will also be allowed free conveyance as from the port of disembarkation of the single allowance within the regulated limits, and of the extra quantity within the cost of taking it to a place not more distant than that from which baggage expenses were allowed on taking up the appointment.

Officers relinquishing an appointment on the Home Station in connection with which double allowance of baggage was granted on taking up the appointment will, provided they are entitled to baggage expenses, be allowed free conveyance of the single allowance within the regulated limits and of the extra quantity within the cost of taking it to a place not more distant than that from which baggage expenses were allowed on taking up the appointment.

Majors, R.M., and above, being mounted officers, are allowed 2 cwt. extra.

Chief Petty Officers, R.N., and Royal Marines of equivalent rank

†2½

(C.II./2997/23.)

P 2

# APP. IX.—BAGGAGE ALLOWED

Rank or Appointment.	Maximum Weight allowed inclusive of Quantity carried free with each Passenger.	To be packed so as not to exceed in Admeasurement.
Other Ratings allowed to embark clothes chests under Uniform Regulations	†2	—
Petty Officers (N.S.), Petty Officers 1st Class (O.S.), Sergeants	†1½	—
Other seamen and marines	†1	—

† Tool chests of Artisans in addition.

(C.W. 32905/16.)

Chaplains will be allowed 2 cwt. for books, medical officers 2 cwt. for professional books and instruments, and officers in charge of Paymasters' accounts 2 cwt. for books and duplicate accounts, in addition to their allowance of baggage, according to their seniority as defined by Arts. 660 and 219 respectively.

R.M. Bands will be allowed the following weights for carriage of musical instruments in addition to the personal allowance for Royal Marines in the above table :—

Band of 15	6 cwt.
Band of 17	7 cwt.
Band of 24	9 cwt.

(N. 16034/21.)

Flag Officers, Commodores, and Officers in Command, joining their ships at Ports abroad, will be allowed free conveyance of combined Baggage and Mess Stores according to the following scale :—

Rank.	Maximum Quantity allowed, inclusive of that carried Free with each Passenger.			
	When joining at Ports in Atlantic, Mediterranean, North American and West Indian, and Cape of Good Hope Waters.		When joining at Ports in Far Eastern, East Indian, Australian, and West Coast of America Waters.	
	Weight.	Measurement.	Weight.	Measurement.
Commanders-in-Chief	Cwt. 60	Cubic Feet. 300	Cwt. 80	Cubic Feet. 400
Other Flag Officers	50	250	60	300
Commodores	37	185	47	235
Captains in Command	30	150	40	200
Commanders in Command	25	125	35	175
Lieutenants in Command	20	100	30	150

Officers proceeding to take up the command of Ships re-commissioned abroad will be allowed a further quantity of 10 cwt. or 50 cubic feet, and free conveyance will be allowed for the stores of the Ward-Room and Gun-Room Messes not exceeding 8 cwt. or 40 cubic feet for each Ward-Room Officer, and 6 cwt. or 30 cubic feet for each Gun-Room Officer, allowed in the complement.

## PART II—CIVIL SCALE.

## PART II.—CIVIL SCALE.

Rank or Appointment.	Maximum Weight allowed inclusive of Quantity carried free with each passenger.	To be packed so as not to exceed in Admeasurement.	Furniture.				
			If furnished house be not provided.		If furnished house be provided.		
			Weight.	Equivalent Measure- ment.	Weight.	Equivalent Measure- ment.	

N.B.—The quantities above specified are those which must not be exceeded, except on condition of payment on board the mail packet, or other vessel, by the officer on passage for any quantity taken in addition. Officers should, however, endeavour to restrict their packages as much as possible within the authorised limit.

Scale 2, so far as it relates to furniture, will be applied to naval officers borne on ship's books for service in positions answering to those above-mentioned in naval establishments abroad whenever the Admiralty allows conveyance of their furniture at the public expense. No expenses incurred in respect of land charges on such goods in the United Kingdom, however, will be allowed, but only sea freight and land charges abroad.

(I.C. 5966/13.)

## APPENDIX X.

### COURSES OF INSTRUCTION AND EXAMINATIONS.

*The following detailed instructions regarding courses and Examinations are to be carefully observed by all concerned.*

## PART I.—TRAINING AFLOAT OF MIDSHIPMEN.

(See ARTICLE 328.)

1. The primary object of Midshipmen serving at sea is to enable them to obtain experience in their duties as officers. Training, based upon formal instruction, is a secondary object. Therefore:—

(a) Midshipmen are to be regarded as being an integral part of the ship's organisation.

(b) Great attention is to be paid to the development of officer-like qualities.

(c) General Quarters, Divisional Drill, Boat Work, General Drill, Divisions, In and Out of Harbour and Watch-keeping at sea are to take precedence over formal instruction.

2. Without prejudice to the governing principles enunciated above, a certain amount of time will also be available for formal instruction. The time thus considered available is divided proportionately between the various subjects in the syllabuses.

3. In considering how this time can best be employed, the technical training of Junior Officers has been regarded as a whole and the progressive principle has been applied. This training takes place in three phases, namely, the Thunderer Course, the Midshipmen's Period and the Courses for Acting Sub-Lieutenants. Thus, in order to avoid unnecessary repetition and overlapping, each phase should dovetail into its successor. Hence, training carried out during the Midshipmen's Period constitutes an advance on the Thunderer stage, and forms the basis of the Sub-Lieutenants' Courses.

4. With this object in view it is necessary to ensure that midshipmen reach the technical schools with a definite standard of knowledge, but on the other hand the fact that all midshipmen do not serve at sea under identical conditions must be borne in mind. It is, therefore, of importance that the midshipmen's syllabuses should be clearly defined, and that they should be fully practicable under normal sea-going conditions. On this basis the syllabuses have been prepared.

5. To ensure practicability, the advance on the Thunderer Course will be slight, but at the same time officers will be expected to obtain a thorough knowledge of the syllabuses, and the Sub-Lieutenants' Courses will not dwell upon the ground that has previously been covered.

6. **Theoretical Instruction.**—Theoretical instruction will aim at consolidating the principles learned at Dartmouth and at practising their application to technical problems.

7. **Engineering Training.**—The object of the engineering training of midshipmen is to provide knowledge of the conditions obtaining in the machinery departments, of the organisation of the Engine Room department, and of the limitations to which machinery is subject. Detailed knowledge of machinery is not required.

8. Commanding Officers will be responsible for the training of midshipmen under their commands at sea. This training falls under two headings:—

*First.*—Acquiring experience as officers.

*Second.*—Formal instruction.

9. **Experience as Officers.**—The Executive Officer will be generally responsible for the development of officer-like qualities in the midshipmen. For this purpose the midshipmen are to be divided among the various divisions in the ship, in which they are to be given definite commands, and the Divisional Officers will closely supervise the midshipmen under their commands in watch duties and work in their parts of the ship.

10. In order to make for equality of opportunity, Boat and Special Duties are to be equalised as far as possible, among all the midshipmen.

11. **Formal Instruction.**—In accordance with Article 561, a Commissioned Officer shall be detailed to arrange the instruction of midshipmen under the Executive Officer.

12. Responsibility for carrying out syllabuses will be delegated as follows:—

(a) Seamanship	Executive Officer.
(b) Gunnery	Gunnery Officer.
(c) Torpedo and Electricity	Torpedo Officer.
(d) Pilotage	Navigating Officer.
(e) Theoretical Instruction	Will be given by the Instructor Officer.

"Theoretical instruction" will include the theoretical instruction in technical subjects which is required by officers responsible for the instruction in these subjects in order to carry out the syllabuses, and which the Instructor Officer is capable of imparting.

13. The basis upon which the syllabuses are made out is briefly as follows:—After deducting leave periods, time allowed for engineering instruction, time allowed for service in destroyers, and Saturdays and Sundays, it is assumed that during a midshipman's service afloat about 600 hours or an average of  $1\frac{1}{2}$  hours a day will be available for instruction. It is clear that to maintain this average, opportunity must be taken of circumstances favourable for working longer hours.

14. Since instruction from day to day must depend largely upon opportunity, a definite routine cannot be laid down. In order to enable the correct proportion of time to be allocated to the various subjects, the following outline arrangements of instruction are issued as a guide.

15. As a general rule Midshipmen will be appointed in batches of five or six of the same term. Each batch should carry out practical instruction in one technical subject for a month. At the end of each month each batch will, as a rule, change its technical subject, but arrangements should be made for the time to be allotted in the proportion of two months' seamanship to one month in each of the other technical subjects. Theoretical instruction will proceed continuously.

## PART I.—TRAINING AFLOAT OF MIDSHIPMEN.

16. The above arrangement will ensure that the theoretical instruction will be evenly spread over the time of service afloat. Such theoretical instruction as is required in the various technical subjects could also be carried out during the month that this subject is being dealt with practically, thus making theory and practical instruction supplementary. Such an arrangement will also make for the convenience of the Specialist Officers, who, as a rule, are not able to arrange practical instruction for their batches of midshipmen whenever they are available for instruction.

17. With regard to the proportion of time to be allowed to each subject, the above arrangement (i.e., two months' seamanship to one month gunnery, torpedo and pilotage) will approximately meet the syllabuses. Minor adjustment may be found necessary since the Gunnery Syllabus is slightly more extensive than the Pilotage and Torpedo syllabuses.

18. The proportion of time to be allotted to theoretical and practical instruction during any one month should be approximately one hour's instruction in theoretical subjects to one and a half hours' practical instruction in the technical subject for the month.

19. **Standards required.**—Midshipmen will be required to have a thorough knowledge of the syllabuses laid down so that their Sub-Lieutenants' Courses can proceed without more than a brief *resumé* of subjects previously taught. No standard is laid down for theoretical subjects, but the aim must be to ensure that officers will obtain full benefit from their Greenwich Course as Acting Sub-Lieutenants.

20. **Examinations.**—In order to ensure that adequate progress is made and that the requisite standard is attained, Ship or Squadron Examinations of a practical nature will be carried out annually with little warning, or more frequently if Flag and Commanding Officers desire. Examinations may also be held to test the efficacy of instruction in theoretical subjects. In carrying out these examinations the length of sea service of the Midshipmen must be taken into consideration.

21. **Marks for Ability.**—The period during which each midshipman and Acting Sub-Lieutenant is performing duties in the various branches is to be recorded in the Junior Officer's Certificate (Form E. 190).

On the same form awards for ability in all branches ("Former Service"), viz., Seamanship, Navigation and Pilotage, Gunnery and Torpedo are to be assessed in the form of marks at intervals of six months from commencement of time as a midshipman, and on leaving the ship, provided not less than three months have elapsed since the last assessment.

Marks for "Former Service" are intended as an expression of the Commanding Officer's opinion of each officer as a Naval Officer. This opinion must be based upon—

- (a) Officer-like qualities, such as leadership, ability, attentiveness to duty.
- (b) Professional knowledge.

As it may not be possible for the Commanding Officer to have personal acquaintance of each officer's proficiency in all duties and professional knowledge, he should ascertain the views of the officers under whom midshipmen normally carry out their duties, e.g., executive officer, divisional officer, officer of quarters, and under whom they carry out their instruction, e.g., the specialist officers. At the same time, so far as professional knowledge is concerned, midshipmen's progress books and results of periodical examinations will also furnish material for an accurate estimate.

The award is to be made in marks, full marks being 100 in each subject at each assessment. The award in Seamanship, Gunnery, Torpedo, Navigation and Pilotage, is to be governed by the percentage of marks required for the different classes in the examination for the rank of Lieutenant, viz. :—

- First Class—85 or more.
- Second Class—70 to 84 inclusive.
- Third Class—60 to 69 inclusive.

An award for zeal and ability is also to be given for Engineering. In this case each officer is required to have a mean award of 50 per cent. in the record of Efficiency in Engineering, page 10, and a certificate from the Engineer Officer that he has made satisfactory progress, before promotion to Acting Sub-Lieutenant.

Regard is to be had throughout to the age and seniority of the officer.

Should it be considered that an officer is not up to the standard of efficiency of a third class in any subject, he may be given marks below that class.

Should the date of assessment come before an officer has been three months in the ship, the award is to be deferred until three months have expired.

When the officer presents himself for examination for the rank of Lieutenant, the mean of all the awards in Seamanship, Gunnery, Torpedo, and Navigation and Pilotage, each subject being taken separately, will be the percentage of the total number of marks allowed for "Former Service" in the examination in that subject to be awarded.

On becoming an Acting Sub-Lieutenant the awards for Seamanship and Engineering are to cease; those for Gunnery, Torpedo and Navigation and Pilotage are to be continued until the officer is disembarked to undergo the courses for the rank of Lieutenant.



**22. Observations.**—On completing 12 months' service at sea each midshipman will send in a book containing one complete set of the observations specified below. These observations are to be checked in red ink and initialled by the Instructing Officer as having been taken and worked out by the Midshipman in question. One month before his examination in seamanship for the rank of Lieutenant, each Midshipman will send in a similar book containing a second complete set of the observations similarly certified.

*List of Observations.*—(i) To find the ship's position, by drawing position lines, from—

- (a) Two altitudes of the sun, one being on the meridian.
- (b) Two altitudes of the sun, one being near the meridian.
- (c) Two altitudes of the sun, neither being on or near the meridian.
- (d) One altitude of the sun and one of another celestial body, neither being on the meridian.
- (e) Two altitudes of celestial bodies other than the sun (preferably taken during twilight) at approximately the same time, neither being on the meridian.
- (f) An altitude of any celestial body and a bearing of a terrestrial object.

*N.B.*—Of the above observations (b), (c) and (e) are to be worked out in two ways, the ship's place being fixed (i) by drawing position lines and also (ii) by the use of tables without drawing the lines. No two sets of observations required for (a), (b), (c), (d), (e) and (f) are to be taken on the same day.

(ii) To find the error of chronometer from absolute altitudes a.m. or p.m. of sun or star; in the case of the sun observations to be made of both upper and lower limb.

The object of these observations is to ensure that Midshipmen can take and work out the principal types of observations with reasonable accuracy and at the same time to cultivate neat and systematic methods. This object should be borne in mind by Commanding Officers who will inspect the books and deal with them as directed by the Flag Officers Commanding the Squadron. No marks will be assigned for these books.

The arrangement employed in the Admiralty Manual of Navigation, Volume I., is to be adopted in the working out of all observations.

Care is always to be taken to work out the D.R. position of the ship as accurately as the conditions permit. Although in working out an observation of a celestial body, it may suffice to use a D.R. position many miles from the correct one, it is of the utmost importance that young officers should form the habit of keeping as good a Dead Reckoning as possible.

The custom of working out an observation roughly and then making a neat copy should not be allowed. The original working should always be clear and systematic.

**23. Engineering Training.**—Midshipmen will carry out three months' Engine Room Training. This time will be divided into two periods of six weeks. During these periods the midshipmen will be attached to Engine Room Department except when required for Divisional Drills. Engine Room Training is to include 60 hours' Engine Room Watch-keeping at sea, which should, so far as possible, be included in the Engine Room Training periods, but if sufficient opportunities do not occur during these periods the balance of watch must be kept at other times.

**24. Navigation.**—When the ship is at sea, midshipmen not doing duty in the Engine Room will, whenever practicable, take daily observations, work the reckoning and fix the position of the ship. The Instructor-Officer will be responsible for supervising this work.

Azimuth Tables (Burdwood and Davis). Tide Tables and Nautical Almanacs are supplied at the cost of the Crown for use in the instruction of Midshipmen.

The following numbers will be allowed to ships carrying these Officers:—

Three copies of Sun Azimuth Tables and one copy of Star Azimuth Tables, with supplementary Azimuth Tables for every 10, or fraction of 10, Midshipmen borne.

One copy of Tide Tables and one copy of the Nautical Almanac for every four Midshipmen borne.

The numbers required will be supplied on demand from the R.N. Store Office, West India Docks. (C.W. 11713/23.)

#### GENERAL INSTRUCTIONS.

**25. Refitting and Dockyard Periods.**—Full advantage should be taken of these periods not only for formal instruction but also for putting midshipmen in charge of working parties and giving them definite responsibilities in connection with the refit according to circumstances.

**26. Record of Employment, S. 398.**—An accurate record of each midshipman's progress in the different syllabuses is to be kept in Form S. 398. On a midshipman being appointed to another ship, an extract of his progress up to date is to be sent with him so as to ensure that instruction in the new appointment will be taken up at the right place.

**27.** The name of any midshipman who fails at sea to reach the required standard in Gunnery, Torpedo or Navigation and Pilotage, is to be forwarded to the Admiralty.

**28.** The detailed Syllabuses of Instruction are given in Admiralty Fleet Orders.

(C.W. 4973/23.)

## PART II.—EXAMINATION FOR LIEUTENANT, &c.

### PART II.—EXAMINATION FOR LIEUTENANT (MIDSHIPMEN AND ACTING SUB-LIEUTENANTS).

(See ARTICLES 267 and 268.)

1. The examinations for the rank of Lieutenant will consist of the following parts; officers must qualify in each part.

- (a) Seamanship.
- (b) Educational Course at R.N. College, Greenwich.
- (c) Gunnery.
- (d) Torpedo.
- (e) Navigation and Pilotage.

Classes will be awarded in each part, and the following standards will be required in the Seamanship, Gunnery, Torpedo and Navigation and Pilotage examinations.

For a 1st class certificate, 85 per cent. of the total marks.

"	2nd	"	"	70	"	"	"
"	3rd	"	"	60	"	"	"

To pass, 50 per cent. of the total marks in each section of each examination must be obtained.

Twenty per cent. of the marks allotted to each of these four subjects are assigned to "Former Service."

2. The subjects comprised in each part of the examination are set forth in paragraph 6 and in the syllabuses published in Admiralty Fleet Orders.

3. Midshipmen will undergo examination at sea in Seamanship on completing the service prescribed in Article 268, and those who pass will be rated Acting Sub-Lieutenant. The examination will be final. The result of the examination is to be reported to the Admiralty.

4. After passing in Seamanship and being rated Acting Sub-Lieutenants, the Officers will undergo the following courses, the periods shown including the time for examinations:—

- (a) Divisional and P. & R. T. Course (approximately 2½ weeks)
- Submarine Course (2 days)—at Portsmouth.

(Note.—Certificates are not issued for this course, which is a qualifying course only.)

- (b) Six months' Educational Course at the Royal Naval College, Greenwich.
- (c) Twelve weeks' Gunnery Course at Whale Island.
- (d) Six weeks' Torpedo Course in "Vernon."
- (e) Six weeks' course at the Navigation School.

5. Prizes and Testimonials.—The following prizes and testimonials are awarded on the results of the examinations for the rank of Lieutenant.

(a) *Ronald Megaw Memorial Prize*.—This is awarded annually to the Sub-Lieutenant who obtains the highest place during the preceding year in the whole of the examinations for the rank of Lieutenant.

(b) *Beaufort and Wharton Testimonials*.—These are awarded annually to the officer who gains the highest marks in Navigation and Pilotage.

(c) *Goodenough Medal*.—This is awarded to the Sub-Lieutenant who passes the best examination of his year in Gunnery, provided he has also taken a first-class certificate in Seamanship.

(d) A prize of books or instruments to the value of £10 to officers who obtain first-class certificates in all subjects.

Fuller details of the testimonials are published in the quarterly editions of the Navy List.

#### 6. Subjects of Examination.

(a)—SEAMANSHIP.

*Examiners*.—The Board of Examiners is to consist of three or more Officers not below the rank of Commander, of whom one at least shall be a Captain. The Board will be appointed by the Commander-in-Chief.

*Requirements of the Examination*.—To determine whether the candidate has sufficient knowledge to take charge as Officer of the Watch in a ship of war at sea, and to perform satisfactorily such duties as may be required by a Lieutenant, R.N.

*Examination.—Subject.*

*Marks allotted.*

I.—Rigging	Oral	75
II.—Anchor Work	"	100
III.—Rule of the Road	"	75
IV.—Officer of the Watch	"	150

<i>Examination—Subject.</i>	<i>Marks allotted.</i>
V.—Organisation . . . . .	Oral 100
VI.—General . . . . .	” 50
VII.—Signals . . . . .	Paper 50
	Practical 50
VIII.—Construction . . . . .	Paper 100
Journal . . . . .	50
Former Service . . . . .	200
	<hr/> 1,000

*Note.*—Papers in Signals and Construction to be set under the direction of Commander-in-Chief.

A statement showing the total marks and class of certificate awarded is to be forwarded to the Admiralty.

(b)—EDUCATIONAL COURSE AT R.N. COLLEGE, GREENWICH.

<i>Subject.</i>	<i>Marks.</i>
Mathematics . . . . .	600
Physics . . . . .	500
Applied Mechanics . . . . .	500
Naval History . . . . .	300
English . . . . .	200
Chemistry . . . . .	100
Total . . . . .	<hr/> 2,200

Weekly revision papers in Theoretical Navigation will be given and an examination in Navigation will be held before the completion of the course, *see* paragraph (e), Sect. II. below.

A voluntary examination in French will also be held.

(c)—GUNNERY.

Marks awarded at Gunnery School . . . . .	960
” ” for “Former Service” . . . . .	240
Total . . . . .	<hr/> 1,200

(d)—TORPEDO.

Marks awarded in Torpedo School . . . . .	800
” ” for “Former Service” . . . . .	200
Total . . . . .	<hr/> 1,000

(e)—NAVIGATION AND PILOTAGE.

<i>Programme.</i>	<i>Marks.</i>
Section I. . . . . Paper . . . . .	120
	Viva Voce . . . . . 30
” II. . . . . Revision and Examination held at Greenwich	250
” III. . . . .	50
” IV. . . . .	50
” V. . . . .	50
” VI. . . . .	100
” VII. . . . .	100
	(a) 40
	(b) 50
” VIII. . . . . (c) 40	} . . . . . 250
	(d) 20
	(e) 100
Former Service . . . . .	250
Total Marks . . . . .	<hr/> 1,250

*Note.*—Two days’ instruction in Section I. and five days’ instruction in Section VIII. will be carried out under way.

Details of these syllabuses are given in Admiralty Fleet Orders.

(C.W. 15211/23.)

## PART IIA.—WARRANT OFFICERS, &c., FOR LIEUTENANT.

### PART IIA.—WARRANT OFFICERS, PETTY OFFICERS AND RATINGS QUALIFYING FOR THE RANK OF LIEUTENANT.

(See Articles 267 and 268a.)

1. **Mate (General Service).**—The following are eligible for promotion to Mate. All candidates must have obtained a 1st class certificate in the Higher Educational Test :—

Gunners and Gunners (T.).

Boatswains.

Signal Boatswains . . . . .

Warrant Telegraphists . . . . .

Warrant Masters-at-Arms (including former Marines) . . . . .

Petty Officers and Leading Rates of the above branches and other ratings of those branches who have fully qualified for advancement to Leading Rate . . . . .

These candidates must pass the prescribed examination in Seamanship.

(C.W. 9050/23, C.W. 11923/23, C.W. 10211/23.)

#### 2. **Selection.**

Selections for the rank of Mate will be made once a year. Candidates must have attained the age of 21 on the 1st December of the year in which the selection is made.

As a general rule, candidates should not be over 25 years of age on the 1st December of the year of recommendation, but the names of suitable candidates slightly above that age may be forwarded for special consideration.

(C.W. 9450/23, C.W. 11923/23.)

A recommendation from the Captain of a seagoing ship will be indispensable, and will form the chief element in the decision. The Captain of a ship may give a candidate a recommendation, although not serving under him at the time of application. The names of candidates recommended in each squadron are to be considered by a Committee of Officers of that squadron, appointed by the Flag Officer in command. The Committee is to make a preliminary selection of the candidates, and forward to the Admiralty only the names of those who appear to be in all respects suitable. The names of all the recommended candidates from the command are to be included in one list and the order in which candidates are recommended is to be clearly shown.

A copy of the Service Certificate of Petty Officers and ratings is to be forwarded.

(C.W. 9050/23.)

#### 3. **Recommendations.**—Recommendations are to be made on the established form

S. 1304. The form is to be made out in duplicate, one copy being forwarded to the Selection Committee and the other retained by the Commanding Officer. The latter is to forward it to the Commanding Officer of any other ship to which the candidate may be transferred, so that the candidate's Commanding Officer will have a continuous record of his qualifications, and the opinions of his previous Commanding Officers as to his suitability.

If possible, candidates from ships on detached service are to attend for interview by a Selection Committee, appointed by the Commander-in-Chief of the Home Port, during the stay of their ships in the United Kingdom.

The names of those recommended by the port selection Committee should be forwarded to the Admiralty, with the ordinary periodical lists of recommended candidates sent in from the ports, and the relative position of candidates from ships on detached service interviewed at the home port, as compared with other candidates interviewed, should be stated.

Candidates who have been recommended by a Selection Committee on a previous occasion, and are again recommended by their Commanding Officers, must appear before a further Selection Committee before their names are forwarded to the Admiralty.

The recommendations of the fleet committees are to reach the Admiralty by the 15th of September in each year, and the candidates finally selected by the Admiralty will be promoted to Acting Mate to date from the following 1st December, and appointed to undergo their courses.

#### 4. **Medical Examination.**

All candidates for Acting Mate are to be medically examined before they appear before the Selection Committee. Those who are not in all respects medically fit for commissioned rank are to be regarded as ineligible, and their names are not to be put forward for consideration by a Selection Committee.

Candidates must possess the following standard of vision as tested by Snellin's types :—

6—8 in one eye and not less than 6—12 in the other.

Form S. 1304 is to contain a statement that the candidate has been medically examined and found to be up to the standard necessary.

**5. Courses.**—Acting Mates will undergo the following courses:—

Navigation,  
Gunnery,  
Torpedo,  
Pilotage,  
Divisional Course.

After being selected for promotion in December, Acting Mates will proceed to the R.N. College, Greenwich, in the following January to undergo a three months' course in Navigation and allied subjects. This course will be followed by a three months' Gunnery course, courses in Torpedo and Pilotage lasting two months each and a four weeks' Divisional course.

(C.W. 11923/23.)

6. Mate.—On satisfactorily completing these courses Acting Mates will be confirmed in rank with their original seniority, and will be appointed to seagoing ships.

7. **Failure at Examinations.**—Acting Mates who fail in any of their examinations will be allowed a second trial after such further study as may be found necessary, and those who fail a second time in any subject will be required to revert to their former rank or rating. Officers who obtain a first or second class in the second examination in any subject will not, however, count marks in that subject towards acceleration of promotion.

Acting Matres who, having failed twice, are reverted to their former rank or rating will, if not previously of Warrant rank, be required to pass the same test and have the same qualifications as other candidates before being eligible for promotion to Warrant rank.

8. **Promotion.**—The period to be served as Mate before promotion will be determined as laid down in Article 267.

9. **Examinations.**—Classes in Seamanship, Navigation, Pilotage, Gunnery and Torpedo will be assessed as follows:—

85 per cent.	-	-	.	.	-	-	-	-	-	1st class.
70 per cent.	-	-	.	.	.	-	-	-	-	2nd class.
60 per cent.	-	-	.	.	.	.	-	-	-	3rd class.

with a minimum of 50 per cent. in each section of each examination.

**10. Outfit Gratuities.**—Candidates promoted to commissioned rank under these regulations will be granted outfit gratuities as laid down in Article 1419a.

(C.W. 10211/23, C.W. 11923/23.)

**PART IIB.—ANNUAL EXAMINATION IN FOREIGN LANGUAGES.**

(See ARTICLE 345.)

*These examinations are held during the war.*

NOTE.—Temporary Officers may compete in this examination with a view to obtaining certificates of merit, but they are not eligible to receive medals or money prizes.

As no award of the Ryder Prize was made during 1914, 1915 and 1916, two Ryder Prizes will be awarded at the first examination in Foreign Languages which occurs a clear 12 months after the end of the war, and at each of the following two examinations.

1. An examination in foreign languages will take place on the first Tuesday in December of each year, on the result of which the prizes mentioned below will be awarded.

The examination will be open to officers of all branches. Competitors must be of the rank, or relative rank, of Lieutenant of under five years' seniority on the date of the examination.

2. The examination will be carried out by means of written papers, two question papers being set in each language. Paper I. will be taken in the forenoon from 9-12, Paper II. in the afternoon from 1.30-4.30. The papers will be sent out by the Admiralty; they will include questions in grammar, translation, and composition.

3. No candidate may take more than one language on the same occasion.

4. An officer who has qualified as interpreter in a foreign language may compete for the prizes, provided he has not studied abroad on full pay or received a gratuity on passing. Officers who have qualified as Interpreter under Art. 340, Clause 8, may compete.

5. Officers may compete more than once, but any officer to whom a prize has been awarded in previous competition will not be eligible for a prize of the same or lower value in the same language.

6. Prizes.—The prizes offered for competition each year will be :—

In French—three prizes, of 30L., 20L., and 10L., respectively. The winner of the first prize will also receive a medal. The Ryder Prize will also be awarded to the first prize winner provided he satisfies the conditions specified in paragraph 11.

In German.—Three prizes, of 30%, 20%, and 10% respectively. The winner of the first prize will also receive a medal.

## PART IIA.—WARRANT OFFICERS, &c., FOR LIEUTENANT.

- In Italian - }  
„ Spanish - } Two prizes, of 30*l.*, and 20*l.*, respectively, in each of these languages.  
„ Russian - } The winner of the first prize will also receive a medal.  
„ Japanese - }

Other modern languages may be offered if the approval of the Admiralty is obtained beforehand.

7. Further prizes of 20*l.* and 10*l.* in any of the above languages may be awarded if candidates of sufficient merit present themselves, provided that the total amount awarded in prizes and medals in any year does not exceed 350*l.*

Certificates will also be awarded to all candidates whose works show real merit. The act of an officer receiving a prize or certificate will be noted in his favour in the official records.

8. A certificate of merit obtained in these examinations will be deemed equivalent to passing the usual examination before an officer can proceed abroad to study for Interpreter.

9. The Admiralty reserve power to withhold the award of any prize where the candidates do not reach a sufficiently high standard, or to combine two prizes and divide them equally where candidates are reported as of equal merit.

(C.W. 3875/12.)

10. **Ryder Memorial Prize.**—The Ryder Memorial Prize consists of a book or books to be selected by the recipient with the approval of the President of the R.N. College, Greenwich. It will be awarded to the Lieutenant who qualifies for the highest prize in French.

The Ryder prize will be awarded in addition to the money prize and medal gained.

The Competition for this prize will be determined by the paper examination in French, but, before being eligible to receive the prize, the winner must pass a qualifying test in colloquial French.

Any Officer who has gained the Ryder prize as Midshipman will not be eligible for it as Lieutenant. If the highest money prize in French falls to an officer who has already taken the Ryder Prize, the latter will go to the next candidate in order of merit.

(C.W. 9112/13.)

11. Candidates must intimate their intention to compete six months beforehand, naming the language in which they desire to be examined. The corresponding examination papers for each candidate will be sent out in a separate sealed package addressed to the Captain of the ship in which the candidate is serving, so that, if the candidate changes his ship before the examination takes place, the sealed package containing his question papers can be transferred to his new ship. The sealed package is to be opened in the presence of the candidate at the time of the examination.

(C.W. 3875/12.)

12 The examination is to take place under the continuous supervision of an officer senior to the candidates, and under conditions for which the Captain of the ship will be responsible. Candidates in any one fleet or squadron may, if convenient, be collected for the purpose of the examination. The worked papers of the candidates are to be forwarded without delay, addressed to the Secretary of the Admiralty, for the Director of Naval Education, along with a memorandum stating when the examination was held, and under whose supervision.

## PART IIC.—ANNUAL EXAMINATION IN NAVAL HISTORY.

(See ARTICLE 327a.)

*NOTE.*—Temporary Officers may take this examination with a view to obtaining certificates of merit, but are not eligible to receive a medal or money prize.

1. Prizes for Naval History will be awarded in respect of essays on a prescribed subject. Candidates must be Lieutenants of not more than five years' seniority on 1st December of the year in which they compete. The subject of the essay for each year will be notified to the Fleet about two years in advance.

(C.W. 3557/21.)

2. The essays in Naval History are to be sent in before the end of December in each year, addressed to the Secretary of the Admiralty, for the Director of Naval Education. Each essay must be accompanied by a declaration by the candidate that it is his unassisted work; this declaration to be countersigned by the captain of the ship.

3. The prizes offered for Essays on Naval History in each year will be as follows :—

First prize	-	-	-	-	-	-	-	50 <i>l.</i> and a medal.
Second prize	-	-	-	-	-	-	-	30 <i>l.</i>
Third prize	-	-	-	-	-	-	-	20 <i>l.</i>

and, in addition, further prizes of 20*l.* or 10*l.* may be awarded to an amount not exceeding 50*l.* in all, should other essays be sufficiently well reported on by the examiner. Certificates will also be awarded to all candidates whose work shows real merit. The fact of an officer receiving a prize or certificate will be noted in his favour in the official records, and will be considered in connection with applications to qualify for the War Staff.

4. Officers may compete more than once, but any officer to whom a prize has been awarded in a previous competition will not be eligible for a prize of the same or lower value.

5. The Admiralty reserve power to withhold or combine prizes as in the case of foreign languages. (C.W. 8875/12.)

6. *Cancelled.* (C.W. 3557/21.)

7. Candidates are advised to limit their essays to 10,000 or 12,000 words. The list of authorities given in connection with each subject is not exhaustive, but will serve to indicate essentials, and for the most part the books named are fairly accessible, many being in the Officers' libraries.

8. **Hints to Competitors.**—The following notes have been put together with the idea of affording some guidance to intending competitors for the Naval History Essay Prizes, and in the hope of helping them to avoid some of the errors which the experience of the competition has shown to be common.

Though great weight will be attached to any evidence drawn from sources hitherto unpublished, such as ships' logs, Admiralty In and Out Letters, despatches from Admirals and other commanders and similar official records preserved in the Public Record Office, it is hardly to be expected that the majority of the competitors will have the opportunity of basing their work on these sources. They will therefore have to rely on more easily accessible authorities, and must stand rather on the way in which they present and utilise their materials than on bringing to light anything hitherto unknown. It may be mentioned, however, that in one competition an Officer who had managed to spend some days working at original sources in the Public Record Office was able to incorporate in his essay some information of really remarkable value, and any competitor who can consult these sources even to a limited extent will be well advised to do so. (NOTE.—The Public Record Office is in Chancery Lane, and the Literary Search Room is open to the public from 10 a.m. to 4.30 p.m. There is a good catalogue of Admiralty papers and even a couple of mornings spent there might be of much value.)

But as most competitors will have to be content with the ordinary sources of information, as indicated in the list of books suggested for consultation, the object they should set before them is the presentation of their materials in a lucid and well-reasoned manner, bringing out the connections of cause and effect, explaining and discussing points of difference and resemblance, whether in the conditions under which things were done, the methods by which difficulties were tackled, or the attitudes adopted by different commanders towards similar problems. What is wanted is not more rehearsals of well established facts, but the digestion and arrangement of these facts so as to bring out salient points, possibly to show that the ordinarily received version of some episode overlooks certain aspects which careful consideration shows to be really important.

A very common error in previous competitions has been that essays have taken a merely narrative form, following a more or less chronological order, and merely reproducing the story as given in the text-book, without any real attempt to explain or comment on it. This nearly always leads to the over-loading of the essay with detail, much of which could, with advantage, be omitted, and causes the competitors to fail to "see the wood for the trees." A relatively short but well-arranged essay, in which the facts mentioned are grouped round and in relation to a central idea is to be preferred to a longer or fuller account of a merely narrative character. The relevance of the facts to be mentioned should be carefully weighed before a statement is inserted: thus in an essay on "Methods of Blockade" it is questionable whether Nelson's unsuccessful attack on Teneriffe in July, 1797, is sufficiently important in the story of St. Vincent's blockade of Cadiz as to warrant mention. While general statements should not be made or conclusions advanced without the production of definite and solid evidence in support of them, a certain amount may reasonably be taken for granted—for example, in the same essay on "Methods of Blockade" it is unnecessary when describing Duncan's work in the North Sea to go into the causes of the mutinies of 1797 unless the hardships of the crew engaged in the blockade be treated as one of the contributory causes. If the purely narrative form be in most cases avoided—at times, of course, this will not be possible—it will probably be found easy to reduce the bulk of the essays, since only those facts which are really necessary to illustrate, emphasise, and support the points advanced will need to be mentioned.

In the preparation of the rough material for the essays, a chronological arrangement will probably be found necessary: it is the simplest way of bringing out relations of time and cause and of arranging the information available, but this is only the first stage. The real test is the sifting of the facts so collated, and the selection of the really important and relevant points. The value of writing an essay does not lie so much in the mere accumulation of material or in the knowledge of facts required in the course of the work as in the training, of sifting, arranging, and explaining the evidence collected. An essay may show its excellence quite as much in what it leaves out as in what it puts in.

When a competitor has taken a biographical subject the same considerations apply, though with these subjects chronological arrangement can hardly be avoided. Even then it is more important to discuss and explain than to narrate, to bring out tendencies and characteristics than to go into great detail. Thus it is of no great importance to give all the names of all the ships in which Jarvis or Duncan served as a junior officer: it is important to indicate under what famous admirals of an elder generation, such as Hawke

## PART IIC.—NAVAL HISTORY.

or Keppel, they served, and by whom they would have been influenced, or to show that their experience in junior positions made them familiar with the stations where they were afterwards in command. The biographical sketches in Sir J. K. Laughton's "Studies in Naval History," or Admiral Mahan's "Types of Naval Officers," supply good models for the treatment of biographical subjects.

Every essay should contain something in the way of a note on the authorities used, a list of the books consulted, and some indication as to which of them have been found more or less useful, which have been only referred to on particular points, &c. References should be given in footnotes to any quotations or statements drawn from original authorities, such as the "Letters and Despatches of Lord Nelson," or the volumes of the Navy Records Society's Publications. It is not necessary to give detailed references for every fact mentioned or opinion advanced, but where a received view is challenged or a new theory put forward, the evidence in favour of the writer's opinion should be referred to and the authorities quoted.

Sketches and plans are of considerable value, and will often be found useful to reduce the amount which needs to be inserted in the text. Thus in the subject already mentioned, "Methods of Blockade," the insertion of a plan showing the neighbourhood of Brest and its seaward approaches will obviate the need for much description.

In the actual construction of the essay care should be taken to put the facts stated in a clear and readable form. Short, jerky paragraphs not linked up to one another, but following like a series of jumps, make an essay difficult to read. Transitions of form are in their way quite as worth considering as transitions of thought. The "Historic Present" is unidiomatic in English narrative, and should be avoided, and writers will be well advised to abstain from exaggeration, over-emphasis and over-positive statements. The great object of the writer should be to make his meaning clear. The essay should be laid aside for a few days after it has been completed, and the writer should try to switch his mind off on to other things, to forget what he has written, and then come back to it after a short time, and see if what seemed clear to him at the time of writing when the facts were all fresh in his mind is still clear and still conveys to him what he wished to express.

These suggestions are printed in pamphlet form, copies of which may be obtained on application to the Director of Naval Education, R.N. College, Greenwich.

## PART IID.—COURSES FOR OFFICERS SPECIALISING.

(See ARTICLE 321.)

### SECTION I.—MODIFICATIONS DURING THE WAR.

During the war the regulations for Officers specialising are modified as follows:—

1. **Gunnery and Torpedo.**—The course in each of these subjects lasts six months only, the Greenwich part being eliminated.

The advanced courses at Greenwich are also not being held during hostilities. Officers who reach the necessary standard in the modified courses at the schools are granted 2nd class certificates. Those who obtain the highest places are recommended to be allowed to convert their certificates into 1st class certificates. Such Officers will be granted 1st class certificates on completing six months' service in their specialist capacity, provided they are recommended by their Commanding Officers.

Applications to qualify should be forwarded in the usual manner. The results obtained in the examinations at sea of candidates who have not passed the final examinations for the rank of Lieutenant should be stated in the application.

2. **Navigation.**—See Part III. of this Appendix.

3. **Signals and W/T.**—The course for Officers qualifying for Signal Lieutenant will be limited to six months.

The qualifications required of present day Signal Officers being very high, it is important that only Officers who are considered fully capable of taking the course should be recommended. Lieutenants of not less than one year's seniority, and not more than four, are considered to be the most suitable.

The advanced course at Greenwich is not held during hostilities, and Officers who qualify in Signals will be given certificates under the same conditions as (G) and (T) Officers.

(C.W./18.)

4. **Engineering.**—All Midshipmen, whether trained at Osborne and Dartmouth or at Keyham, may, on being rated Acting Sub-Lieutenant, volunteer to specialise in engineering.

In forwarding requests to be noted for (E) specialisation from Special Entry Midshipmen, it is to be stated how the candidate's knowledge of engineering compares with that of the Dartmouth trained Officer of similar seniority, and, if the candidate has had any engineering training prior to joining the service, particulars are to be given.

Lieutenants, Acting Lieutenants, Sub-Lieutenants and Acting Sub-Lieutenants may volunteer to specialise in (E) at any time.

(C.W. 15647/16.)



5. In view of the suspension during the war of the usual courses for Officers specialising in Engineering, the following arrangements have been approved.

Those Officers who had completed half the course at the Royal Naval College, Greenwich, at the commencement of the war, will be required to complete six months' Engine-room duty.

Other Officers who are volunteers to specialise in Engineering, and are appointed for Engine-room duty, will be required to complete nine months such duty.

At the expiration of the period they must be recommended by the Commanding Officers of the ships in which they are serving, and this recommendation must be accompanied by a certificate from the Engineer Officer of the ship to the effect that they are considered fit to perform the duty of a Lieutenant (E). They will then be eligible to receive the authorised allowances for the performance of Engineering duties.

Arrangements have been made to put a number of the Officers specialising in (E) through a modified course in Engineering at the R.N. College, Keyham, during the war.

(C.W. 7980/15.)

Time spent in undergoing this course will count towards the nine months' probationary period of employment on engineering duties which Officers are required to undergo before they are regarded as qualified as Lieutenants (E).

The above provision will be subject to an Officer obtaining a certificate signed by the Engineer Officer in charge of the instruction and the Captain of the Royal Naval College, Keyham, that he has satisfactorily passed through the course.

When forwarding this certificate it should be stated what period of the nine months' engine-room duty was completed prior to joining the R.N. College, Keyham.

(C.W./18.)

Sub-Lieutenants borne for training for (E) duties are to obtain their Deck Watch-keeping Certificate before promotion to Acting Lieutenant.

On being granted their Engine-room Certificate they are accordingly to be transferred to Deck duties, reverting to the Engine-room when the Watch-keeping Certificate has been obtained. A report is to be forwarded to the Admiralty on the occasion of each transfer.

(C.W. 24558/17.)

Form S. 1235 is to be rendered immediately the Officer has been granted his Engine-room Certificate.

Where an Officer has been under training for a period of six months without obtaining his Engine-room Certificate, a special report as to his progress is to be rendered.

(C.W./16.)

Sub-Lieutenants and Acting Sub-Lieutenants appointed for (E) duties (after obtaining their Engine-room Watch-keeping Certificate), are to be given periods of duty on deck in order to enable them to keep up their knowledge of the other subjects in which they will ultimately have to pass for the rank of Lieutenant.

## SECTION II.—PERMANENT REGULATIONS.

NOTE.—For conditions of training of Officers transferred to (E) duties owing to defective eyesight, see Appendix X, Part I, Section II, para. 23.

### 1 Preliminary Courses at Greenwich.

Gunnery	} One course each year, commencing on 1st October and lasting six months.
Torpedo	
Engineering	
Navigation	Two courses each year, commencing on 1st October and 1st April and lasting three months.

### 2. Practical Courses.

Gunnery	} An eight months' course at Portsmouth, commencing in the middle of April.
Torpedo	
Engineering	
	A twelve months' course at the Royal Naval College, Keyham, commencing in the middle of April.
Navigation	Two courses will be held each year in the Navigation School, commencing in January and August respectively, and lasting 90 days.

(C.W. 7398/13.)

3. Marks to the following maxima will be allowed for the preliminary and practical courses in Gunnery and Torpedo, the marks obtained in the two courses being combined to determine the class of certificate to be awarded on the termination of the practical course, viz. :—

Preliminary course at Greenwich	500
Practical course at the schools	1,000
Total	1,500

Of the total marks,

80 per cent. will be required for a first-class certificate.

65 " " " to qualify (second-class certificate).

(C.W./14.)

## PART IID.—OFFICERS SPECIALISING.

**Lieutenants (G) and (T).**—Lieutenants for the Advanced Course, i.e. (G†) and (T†), will be selected on the results of the two examinations.

**Lieutenants (N).**—These Officers will not be classed, but will pass a qualifying examination in each course only.

**Lieutenants (E).**—The maximum marks allowed for the Greenwich and the Practical courses will be the same as for Lieutenants (G) and (T), but Lieutenants (E) will not be classed, and the marks required to qualify an Officer will be 65 per cent. of the total, obtained in the two courses. Selections for the Advanced Course, i.e., Lieutenant (E†), will be made at the Admiralty on the results of the two examinations, and the recommendation of the Engineer Captain in charge at Keyham will be taken into consideration.

(C.W./14.)

### 4. Advanced Courses at Greenwich.

Gunnery	}	Six months' course commencing 1st October.
Torpedo		
Engineering	-	Two years' course, commencing 1st October. Certificates to be awarded as follows on the result of the final examination at the end of the course :—
		1st class - - - - - 75%
		2nd Class - - - - - 60%
		3rd Class and qualifying - - - 50%
		} of total marks.

Details of the courses in Gunnery and Torpedo are laid down in the "Courses of instruction in Gunnery and Torpedo."

(C.W. 10192/20.)

Lieutenants (G) and (T) selected for the advanced course will, after passing at the schools, serve on the junior staff and for manœuvres till they join Greenwich on the 1st October following.

Lieutenants (E) selected for the advanced course will be appointed to seagoing ships or the interval between the practical and advanced courses.

### 5. Signals.

I. The general course to qualify for Lieutenant (S) will be as follows :—

	Weeks.
Signal Course in Signal School - - - - -	15
Wireless Telegraphy Course and Examination - - - - -	8
Electric Light - - - - -	2
Senior Lecture Room - - - - -	1
Practical Wireless Telegraphy - - - - -	8
Examination and Lecture - - - - -	1
Wireless Telegraphy Signal Books - - - - -	2
Total - - - - -	37

II. On completion of the above course a limited number of Officers who have qualified for Lieutenant (S) will be selected to undergo an advanced course, as follows :—

	Months.
Advanced Wireless Telegraphy theory and Mathematics bearing on the subject (at R.N. College, Greenwich) - - - - -	6
Work on Wireless Telegraph Staff of "Vernon" for at least - - - - -	3

III. Officers who qualify in the advanced course will be designated Lieutenant (S†) and will be considered available for the more important Wireless Telegraphy appointments at sea, and for the staff of H.M.S. "Vernon," but it will not necessarily follow that they will receive such appointments, or that a Lieutenant (S) may not be selected if suitable.

IV. Signal Officers (old system) may requalify in the Signal School as Signal Officer, 2nd class (i.e., 3s. a day).

(C.W. 9125/13.)

## PART III.—EXAMINATIONS FOR OFFICERS QUALIFYING IN NAVIGATION.

(See ARTICLE 323.)

1. Candidates for navigating duties, on applying to the Commander-in-Chief, will be examined in signals (para. 2) by a board consisting of one Lieutenant (S) and one Lieutenant (N) presided over by a Captain. The result is to be reported to the Admiralty.

(C.W./19.)

### 2. Syllabus of Examination in Signals :—

(i) *Semaphore*.—Reading and sending a message at the rate of 15 words per minute.

Maximum marks 100. Required to pass 96.

(ii) *Flashing*.—Reading and sending ordinary manœuvring and altering course signals made at a moderate rate.

Maximum marks 50. Required to pass 45.

(iii) *Signal Books*.—Good knowledge of :—

Definitions.

Colours and principal meanings of flags and pendants.

Speed and helm signals.

Forming, disposing, equal speed and stationing signals.

Cruiser instructions as regards spreading, closing, altering course, and taking up "Cruising Order."

Alterations of course up to eight points by compass pendant.

Principal contents of various signal books. Fair knowledge of :—

Distinguishing signals.

Instructions for the conduct of a fleet, day, night and fog.

Maximum marks 200. Required to pass 175.

3. *Syllabus of Examination in Navigation and Pilotage for First Class Ships* :—

(Period 1st August 1914, until further orders.)

(i) *Navigation and Pilotage*.

Full Marks.

(a) (Vivâ voce).—Practical use of charts and navigational publications; general systems of lighting, buoyage and fog signals, British and Foreign	100
(b) (Vivâ voce).—Hydrographical knowledge of stations served on	50
(c) (Vivâ Voce).—Entering and leaving harbour on pre-arranged bearing lines, berthing a ship in a pre-arranged position	50
(d) (Vivâ voce).—Navigation in pilotage waters, narrow channels, &c.; use of horizontal and vertical danger angles, navigation in coral waters, navigation in fog, &c.	50
(e) (Paper).—Fixing positions and shaping courses, allowing for tides and currents, &c.	100
Total	350

(ii) *Meteorology, Currents and Passages*. (Paper.)

Full Marks

(a) Winds, currents and passages	} 150
(b) Laws of revolving storms	
(c) General principles of the Science of Meteorology	

(O.W. 9218/13.)

(iii) *Astronomical Navigation*. (Paper.)

Full Marks.

General knowledge of different astronomical methods of obtaining positions at sea, their limitations and probable errors, and of the astronomical elements employed. Use of ex-meridian tables, great circle tables, azimuth tables, diagrams, &c. (Tables other than those supplied in the chart sets may be used)

500

(iv) *Surveying*. (Paper.)

Description and use of instruments and chart projections. Principles involved in constructing and actual construction of a small plan. Variation by landing compass. Rough methods of surveying and making an amendment to a chart. Also necessary tidal observations

200

(v) *Compasses*.

(a) (Vivâ voce).—Practical correction of a compass, including the determination of the various co-efficients and constants	100
(b) (Paper).—All compasses in use in His Majesty's ships. Terrestrial magnetism, the laws of induction, and the contents of the "Elementary Manual" and the "Admiralty Manual," omitting the mathematical theory	400
Total	500

# PART III.—NAVIGATION.

	Full Marks.
(vi) <i>Ship and Fleet Work.</i>	
(a) (Viva voce.)—Battenberg and Grant's Manœuvring Board . . .	50
(b) (Paper).—Principles of Martin's Mooring Board with problems. Principles of Battenberg's Course Indicator and Grant's Manœuvring Board . . . . .	100
(c) (Paper.)—The information contained in "Remarks on Handling Ships" . . . . .	100
(d) (Paper.)—Cruiser problems and elementary tactical problems as described in the text-books for this section . . . . .	150
(e) (Paper.)—Instructions and general signals for the manœuvring and conduct of a Fleet at sea as laid down in the official Signal Books . . .	100
Total . . . . .	500

## (vii) *Chronometers. (Paper.)*

All methods of rating chronometers. Conditions affecting the performance, supply, management, and care of chronometers, and methods of obtaining longitude by meridian distance . . . . .	200
---	-----

## (viii) *Tides. (Paper.)*

Knowledge of Tidal laws and theory of tides, use of Admiralty Tide Tables, "The Tides and Tidal Streams of the British Islands, &c.," and Tidal Streams Atlases . . . . .	200
---	-----

## (ix) *State of Work Books.*

For diligence and proficiency in fixing the ship's position astronomically at sea, and in obtaining errors and rates of chronometers when in harbour, as shown by work books . . . . .	100
Grand Total . . . . .	2,700

First Class—2,430 marks and over.

Second class—1,800 to 2,429 marks.

Half marks in each section are required to qualify.

Under 1,800 marks fails to qualify.

## *Text Books, &c.*

### Sections.

All. Admiralty publications supplied in the Chart Sets.

(i) Admiralty Manual of Navigation.

Handbook of Pilotage.

(ii) Modern Navigation, by Reverend W. Hall, R.N.

NOTE.—Much useful information can be obtained from other Admiralty publications.

(iii) Navigation and Nautical Astronomy, by W. R. Martin, R.N.

(i), (iii),  
(vii), (viii) } Wrinkles in Practical Navigation, by Lecky.

(ii) Weather, by Abercrombie.

Notes on Meteorology, by Scott.

(M. 21918/14.)

(iii) Ex. Mer. Alt. Tables, by Brent Walter and Williams, &c.

(iv), (vii) Hydrographic Surveying, by Wharton and Field.

(v) The Sperry Gyro-Compass (The Sperry Gyroscope Co., 57, Victoria Street, S.W.).

(M. 21918/14.)

Lectures on Compass Adjustment, by Martin.

Instructions for the use of Martin's Mooring Board.

Instructions for the use of Battenberg's Course Indicator.

Instructions for the use of Grant's Manœuvring Board.

Remarks on Handling Ships, &c.

(vi) } Employment of Cruisers and Destroyers.

Cruiser Searching.

Cruiser Manual, Parts I. and II.

Papers on Naval Subjects, 1913.

The Official Signal Books.

NOTE.—Special Instruction for two days in H.M.S. "Excellent," and attendance at Battle Practice in one of the Gunnery Training Ships (if possible) will be included in the course prior to the examination in Pilotage for first Class Ships.

**PART IV.—EXAMINATIONS FOR COMMAND OF A TORPEDO BOAT DESTROYER OR TORPEDO BOAT.**

(See ARTICLE 324.)

1. The examinations will be held monthly at each of the three home ports and on the Mediterranean Station, provided there is a sufficient number of candidates. The examinations will be arranged locally by the Commander-in-Chief, no papers being set by the Admiralty.

(C.W. 10300/23.)

2. The examination in navigation and pilotage will commence on the second Tuesday in the month and will last two days, that in gunnery will be held on the preceding Monday, the torpedo examination on the following Thursday, and the examination in Signals on the Friday. Officers may be examined in one or more subjects at a time.

(C.W. 3809/23.)

3. Preliminary courses of instruction in the navigation, gunnery, torpedo, or signal Schools will not be permitted.

4. Officers who wish to qualify for the command of torpedo boats or torpedo boat destroyers must be recommended as in all respects suitable by their Commanding Officers. When they are ready for examination their applications should be forwarded through the usual service channel to the Commander-in-Chief of the Mediterranean Station or of their Home Port, as the case may be, in time to reach him by the 20th of the month preceding examination.

The Commander-in-Chief will arrange for the examination of all recommended candidates.

The names of officers who qualify are to be reported to the Admiralty.

(C.W. 10300/23.)

**5. Navigation Subjects of Examination :—**

*Section I.—Magnetic Compass and Terrestrial Magnetism.*

- (a) Care and Management of liquid compasses.
- (b) Method of obtaining and applying deviations.
- (c) How to swing ships and analyse a table of deviations.
- (d) How to correct the semi-circular deviation.
- (e) Simple questions on magnetic properties of hard and soft iron in their relations to compass errors.
- (f) Variation and the variation chart.

(Full Marks, 75.)

(C.W. 633/20.)

*Section II.—Astronomical Navigation.—*

- (a) To be able to fix the ship's position by the use of Sumner lines (optional new navigation).
- (b) To find approximately time of moon rise and set.
- (c) Work out a latitude by Polaris.

NOTE.—This section will include working up the D.R. position, and, when possible, will consist of sights taken afloat on the first day by candidates themselves.

(Full marks, 100.)

*Section III.—Chronometer work.*

Care and management of chronometers and deck watches.

Error of chronometer by time ball or W/T, and accurate calculation of rate.

(Full marks, 50.)

*Section IV.—Meteorology, Winds and Currents.*

Care and management of instruments.

The laws of revolving storms and how to avoid them.

Causes of fog and fog seasons.

Meaning of north and south cones; V depression, &c.

(Full marks, 50.)

*Section V.—Surveying.*

Nil.

*Section VI.—Tides.*

Practical use of tidal atlases and Admiralty tide tables.

(Full marks, 50.)

*Section VII.—Ship and Fleet Work.*

Use of course indicator.

Anchoring by chart or mooring board.

Action of rudders, propellers. Effect of wind, heel and draft on turning powers.

(Full marks, 75.)

# PART IV.—COMMAND OF T.B.D., &c.

## Section VIII.—General Navigation and Pilotage.

- (a) Charts, sailing directions, lights, buoyage.
- (b) All methods of fixing (terrestrial).  
Shaping course, allowing for tide.  
Turning into swept channel by transferring position lines (terrestrial).
- (c) All navigational instruments and machines.
- (d) Danger angles, leading marks and clearing marks.
- (e) Navigation in fog.
- (f) General knowledge (without any precise detail) of the latest scientific aids to navigation.

(Full marks, 200.)

Total marks, 600.

A total of 360 marks, and not less than 50 per cent. in each section, is required to pass.

## 6. Gunnery Subjects of Examinations.

Section.	Subject.	Syllabus and Qualifications.	Text Book.	Marks.
(i)	Gun Drill	Knowledge of procedure for missfires and break-downs likely to occur during firings at 4.7" B.L. and 4" S.A. guns.	O.U.5239, Notebook for O.O.Q.'s hand-worked guns, 1920. Gunnery Drill Book (Book II.), 1918, p. 226.	75
(ii)	Ammunition	Magazine Regulations, Ammunition, and fireworks supplied to destroyers.	O.U. 5026, Handbook on Ammunition, 1915. O.U. 5197, Naval Magazine Regulations.	100
(iii)	Rangefinder	Use and adjustment of a Barr and Stroud rangefinder.	O.U. 5020, Handbook for B. & S. Naval Rangefinders and Mountings, 1916. Elementary text book on the B. & S. Observer Coincidence Rangefinder, 1918.	25
(iv)	H.A. Gun Control.	Knowledge of practical H.A. control rules.	Pamphlet on H.A. Firing, 1917 (under revision).	50
(v)	Sighting	Knowledge of sights fitted in destroyers, their adjustment, care and maintenance, care and maintenance of telescopes and binoculars. Use of light filters and adjusting lenses for gunlayers.	C.B. 1243	50
(vi)	Director	To have a knowledge of the general principle of the director. To know the tests and adjustments applicable to destroyers. Test of H.F.G. and precautions necessary in its use.	C.B. 1461 C.B. 215.	75
(vii)	Destroyer Firing Manual.	A general knowledge of the information contained in the book, particularly in regard to fire control, organisation and method of analysing firings.		100
(viii)	Machine Gun	Method of using Lewis guns against aircraft.	Machine Gun Handbook O.U. 5125, O.O.Q.'s Handbook for 2-Pdr. Pom Poms, Mk. II., 1918.	25
Total marks				500

(C.W. 14744/21.)

A minimum of 50 per cent. in each subject is required to pass.

A total of 325 marks is required to qualify.

(C.W. 16637/21.)

7. Torpedo Subjects of Examination :—

Subject.	Textbook.
<i>Whitehead.</i>	
(i) General knowledge of the parts of a torpedo and their uses.	C.B. 523. Handbook for R.N.T.F. Torpedoes, 21 inch, &c., 1918.
(ii) Capabilities of the latest types supplied to Destroyers.	
(iii) General knowledge of the regulations for practice running.	C.B. 903 and Regulations for Practice Running, 1918.
(iv) Some knowledge of the more likely causes of failure of torpedoes.	
<i>Torpedo Control.</i>	
(v) Knowledge of sights and instruments allowed to Destroyers.	C.B. 302. Handbook on Torpedo Control and pamphlet on Torpedo Control, 1917.
(vi) Effects of errors. Chances of hitting. Best position for firing torpedoes at (a) a single ship, (b) a line of ships.	
(vii) Method of firing torpedoes.	
(viii) Torpedo control organisation of a Capital Ship, Light Cruiser or Destroyer, at candidate's option.	
(ix) Knowledge of torpedo settings for different targets and conditions.	
	(C.W. 633/20.)
<i>Depth Charges.</i>	
(x) Knowledge of uses and methods of carrying out attacks.	Depth Charge Manual, 1918.
<i>Paravanes.</i>	
(xi) The handling of paravanes in Destroyers	Handbook on Paravanes.
Total marks, 500.	
Minimum in any one subject to pass, 50 per cent.	
Required to pass, 65 per cent. of total.	

8. Signal Subjects of Examination :—

	Maximum marks.	Marks required to pass.
(i) <i>Semaphore.</i>		
Reading and sending a message at the rate of 12 words per minute.	100	94
(ii) <i>Flashing.</i>		
Reading and sending a standard flashing exercise ( <i>vide</i> Form S. 1321) at a rate of 8 words per minute. The coded groups will include only those signs in common use.	100	90
(iii) <i>Signal Books.</i>		
(a) Names and uses of the Signal Books, and a working knowledge of their contents ( <i>i.e.</i> , where to find any information required therein).	200	175
(b) Colours and principal significations of single flags and pendants of Naval Code.		
(c) <i>Signal Manual.</i> —Principal definitions and a good knowledge of the book and appendix, excluding Chapters VIII, XIII, XVI, XIX and XXI.		
(d) <i>V/S Instructions.</i> —Executive signals.		
		(C.W. 633/20.)

9. W/T Subjects of Examination :—

- (i) A knowledge of the possibilities and limitations (as to range and interference) of W/T sets fitted in Light Cruisers and below.

Marks :—

Maximum	50
Required to pass	40

- (ii) An outline knowledge of the W/T organisation in which Destroyers take part to enable the Commanding Officer of a Destroyer to gauge the delays to which a message may be subject and the procedure and routing of messages in which he may be concerned.

Marks :—

Maximum	100
Required to pass	80

NOTE.—No technical knowledge of apparatus is required.

(C.W. 18523/21.)

**PART V.—WARRANT ENGINEERS, WARRANT MECHANICIANS, CHIEF ENGINE ROOM ARTIFICERS, CHIEF MECHANICIANS, ENGINE ROOM ARTIFICERS AND MECHANICIANS, QUALIFYING FOR THE RANK OF ENGINEER LIEUTENANT.**

(See ARTICLE 281.)

1. The selection of Warrant Engineers, Warrant Mechanics, Chief Engine Room Artificers, Chief Mechanics, Engine Room Artificers, and Mechanics to qualify for the rank of Engineer Lieutenant will be made as follows :—

(C.W. 6885/21.)

2. A candidate who, in the opinion of the Captain and Engineer Officer, shows promise of the qualities required in a Commissioned Officer, is to be placed on the Captain's recommendation on a Fleet Roster of candidates for Acting Mate (E), provided that he fulfils the conditions set forth as to age and service.

Recommendations are to be made on the established form (S. 1305). This form is to be made out in duplicate, one copy being forwarded to the Selection Committee and the other retained by the Commanding Officer. The latter is to forward it to the Commanding Officer of any ship to which the candidate may be transferred, in order that the candidate's Commanding Officer may have a continuous record of his qualifications and the opinions of his previous Commanding Officers as to his suitability.

All candidates are to be medically examined before they appear before a Selection Committee. Those who are not in all respects medically fit for commissioned rank are to be regarded as ineligible, and their names are not to be put forward for consideration by a Selection Committee.

Candidates are to undergo a medical examination as to physical fitness, and must possess the following standard of vision as tested by Snellen's Types :—

6-9 and 6-12.

Form S. 1305 is to contain a statement that the candidate has been medically examined and found to be up to the standard necessary.

(C.W. 6890/18.)

3. To be eligible for the Captain's recommendation, candidates must have two years service as E.R.A. 4th class or as Mechanician including the period of acting time allowed to reckon. The upper age limit will be 30. The Captain may give a recommendation although the man may not be serving under him at the time of application.

The Captain has discretion to discharge to the depot exceptionally intelligent young Acting Leading Stokers irrespective of their service and the date of the ship's paying off, to permit of their being sent to the mechanical training establishment for a three months' mechanical training course as soon as possible.

Stoker Petty Officer Mechanician candidates with exceptional qualifications who are specially recommended by the Captain, may, after confirmation, be discharged to depot to permit of their being sent to the mechanical training establishment at the first opportunity, instead of completing the full term of two years' service (*vide* (B) of rating No. 40 in Appendix XV, Part I.).

Candidates who have been previously recommended by a selection committee, and are again recommended by their Commanding Officers, must appear before a further selection committee, before their names are forwarded to the Admiralty.

4. When the date of the professional examination afloat for the rank of Acting Mate (E) is announced, the Flag Officer in command of each Squadron or Command is to appoint a Committee of Officers of that Squadron who will make a selection of those candidates who are recommended in all respects for advancement to Commissioned Rank. Selection Committees are not to be held at any other time.

The order in which candidates are recommended by the Committee is always to be clearly shown.

(C.W. 14674/22.)

5. Cancelled.

6. The Candidates selected by the Committee will be required to take a qualifying examination afloat of a high standard in Educational and Engineering subjects. The date of the examination will be fixed by the Admiralty. The marks to be allotted in this examination and the general nature of the questions are indicated in paragraphs 11-12. The examination papers will be prepared and examined at the Admiralty.

A list of all the candidates who applied to take the examination is to be furnished from each squadron or command, and in the event of a candidate failing to take the examination the reason is to be stated. Candidates are not required to pass an educational test prior to examination.

7. Acting Mate (E).—A final selection will be made at the Admiralty from candidates who are successful at the examination. Those chosen will be given the rank of Acting Mate (E), and will proceed to the R.N. College, Greenwich, for a six months' course of instruction, followed by a course of the same duration in Engineering at the Royal Naval Engineering College, Devonport.



8. **Mate (E).**—Examinations will be held at the end of the Greenwich and Devonport courses, the maximum marks at each establishment being 1,000, and classes of certificates will be awarded as follows on the combined results of these courses :—

1st class	-	-	75 per cent. or over.
2nd class	-	-	60 per cent., or over, and less than 75 per cent.

On the completion of the course at the R.N. Engineering College, Keyham, a report is to be furnished by the Engineer Captain in command as to the fitness of the officers for confirmation as Mate (E) and their general qualifications.

Acting Mates (E) who pass successfully will be confirmed in their rank and appointed to seagoing ships. Whilst so serving they are to be reported on periodically.

9. **Failures.**—Those who fail to qualify at either of the examinations will be allowed a second trial. Those who fail a second time in any subject will be required to revert to their former rank or rating. A first or second class certificate gained at the second attempt will not count towards acceleration of promotion.

Acting Mates (E) promoted from Chief Engine Room Artificer, Engine Room Artificer, Chief Mechanician, or Mechanician who, having failed twice are reverted to their former rating will be required to pass the same tests and have the same qualification as other candidates before being eligible for promotion to warrant rank.

10. The ordinary period of service as Mate (E) (acting and confirmed) required to qualify for promotion to Engineer Lieutenant will be three years.

At the discretion of the Admiralty acceleration of promotion will be allowed in respect of the results obtained in the full qualifying course at the R.N. College at Greenwich and Keyham, as follows :—

For	For a 1st class certificate	-	-	12 month's acceleration.
"	2nd	"	"	6 "

Promotion will be subject to the Officer being recommended by the Commanding Officer of the ship in which he is serving and certified by the Engineer Officer as being capable in all respects of performing the duties of an Engineer Lieutenant.

Where the Mate (E) is himself the Engineer Officer of the ship, the certificate is to be given by the Engineer Officer on the staff of the Flag Officer or Officer commanding the squadron, and endorsed by the Commanding Officer of the ship.

Recommendations should be forwarded as the Mates (E) become eligible for promotion.  
(C.W. 6885/21.)

10A.—**Outfit Gratuities.**—Candidates promoted to Commissioned rank under these regulations will be granted outfit gratuities as laid down in Article 1419a.

11. **Qualifying Examination Afloat.**—The qualifying examination afloat to be taken by the candidates selected in each Squadron or Command for the rank of Acting Mate (E) (vide paragraph 6), will consist of six papers in the following subjects :—

	Maximum Marks.
Engineering I.	300
Engineering II.	300
Heat and Steam	300
Mathematics	200
Applied Mechanics	200
General Science, including Electricity	200
	<hr/> 1,500

(C.W. 15299/16.)

12. **The general nature of the questions** in each subject will be as follows. The particulars given are for guidance only, and are not intended to be comprehensive of the whole syllabus over which questions may range.

*Engineering I. :—*

Descriptions and sketches will be asked for of the construction and arrangement of the principal parts of the main and auxiliary machinery of a warship, and of the boilers and fittings in connection therewith. A knowledge of the principles of working of the above, and of the fittings provided for their adjustment and how these are used, will also be required.

*Engineering II. :—*

Questions will test the candidate's knowledge of the actual working on service of a warship's propelling machinery, boilers, auxiliary machinery, and engine-room equipment, and of the examinations and adjustments necessary to keep such parts efficient. Questions will also be set on the regulations ordered to be observed and the precautions necessary in carrying out the various operations incident to the working of the engine-room department of a warship generally.

*Heat and Steam :—*

The papers set will comprise questions on the elementary principles of heat engines, with special reference to their application to steam and steam machinery.

## PART V.—WARRANT ENGINEERS, &c., QUALIFYING.

marine boilers and evaporators, air-compressing and refrigerating machinery, and to the combustion of coal and oil fuel. Also on the quantities of heat involved in the formation of steam, its expansion and condensation, the laws connecting the pressure temperature and volume of gases, and the methods of obtaining the efficiency of steam machinery, boilers or of a combined plant. The candidate's knowledge of indicators and indicator diagrams may also be tested in this paper.

### *Mathematics :—*

The metric system : conversion of units. Elementary geometry and algebra with practical applications. Simple problems involving equations. Plotting curves and use of graphs. Elementary trigonometry. Calculation of areas, volumes and surfaces in practical cases. Meaning of differential co-efficient : simple examples of differentiation with applications ; maxima and minima. Meaning of an integral : simple examples.

### *Applied Mechanics :—*

Elementary principles of statics and dynamics treated with reference to practical applications. Force, effect of a force in causing motion. Moment of a force about a point. Conditions of equilibrium. Finding the resultant of given forces. Centre of gravity. Friction. Simple machines. Mechanical advantage and efficiency. Velocity ratio. Instantaneous axis. Work, energy and power. Centrifugal force. Elementary notions of stress and strain. Hooke's law. Ordinary tests of materials. Properties of fluids. Hydraulic press. Equilibrium of floating bodies. Energy of fluid under pressure and in motion. Pressure exerted by a jet of fluid.

### *General Science, including Electricity :—*

Construction and working of cells in common use in the Service ; secondary batteries. Ohm's law and its applications. Electrical instruments in common use : electric bells, telephones, arc and incandescent lamps. Specific resistance, divided circuits, shunts. Continuous current dynamos and motors, including general knowledge of types, management and maintenance. Electrical power and energy. Properties of the common metals. Production and properties of cast iron, the blast furnace, wrought iron, steel. Steel manufacture, Bessemer's and Siemens' processes, hardening and tempering of steel. Ship plates, boiler plates, armour plates, protection of steel from corrosion. Oxygen, hydrogen, nitrogen, production and properties. The common acids, their combination with different metals. Common materials, water, air, limestone, &c. Chemistry of combustion.

---

### Part VI. cancelled.

---

(C.W. 12549/22.)

## PART VIA.—COURSE OF TRAINING AND EXAMINATIONS FOR OFFICERS OF THE ROYAL MARINES.

(See Art. 1154a, Clause 3.)

### SECTION I.—OFFICERS ENTERED DIRECT BY EXAMINATIONS.

1. Training of Recruit Officers, R.M.—The subjects in which Recruit Officers, R.M., will be instructed and the time to be given to each subject are as follows :—

	Months.
Course A Mathematics and Science . . . . .	6
„ B Theoretical Military Subjects . . . . .	9
„ C Practical Military Subjects . . . . .	9
„ D Preliminary Naval Gun Drills . . . . .	1½
„ E Gunnery . . . . .	3
„ F Electricity and Mining . . . . .	2
„ G Seamanship and Chart Work . . . . .	3
Leave . . . . .	2½
Total . . . . .	3 years.

The courses will include any leave granted generally during the time they are in progress. A summary of the courses, approximate dates of attendance at Schools, &c., will be found in paragraph 8.

The detailed syllabus of each course is given in paragraph 9.

2. The courses are to be completed in the above alphabetical order.

On appointment as Probationary 2nd Lieutenants on 1st September, the officers will proceed to \_\_\_\_\_ Deal for instruction in infantry drill prior to proceeding to Greenwich for course "A" on 1st October.

3. The seniority of the batch will be determined by the marks obtained in courses "A," "B," "E," "F" and "G." As course "C" is to be carried out at their own headquarters in conjunction with the men in order to train them in leadership and command it is not considered desirable to allot marks for this course.

4. On satisfactorily passing these courses, Probationary 2nd Lieutenants will be promoted to the rank of Probationary Lieutenant and will be granted the 10s. rate of pay. They will then be embarked as subalterns of Royal Marine detachments for practical instruction in their detachment duties afloat and in the duties of Officer of the Watch in Harbour.

On completion of six months afloat they will be confirmed in the rank of Lieutenant, \_\_\_\_\_ provided they are satisfactorily reported on and have passed all their examinations.

5. Half of course "G" (Seamanship, &c.) will be carried out at the navigation school, the other half, if possible, will be conducted on board a seagoing \_\_\_\_\_ battleship, one of the officers of the instructional staff of the navigation school being detailed to continue the instruction. By this means the young officers will be given the advantage of experience of practical firing.

6. **Standard Qualification.**—To "PASS," an officer will be required to obtain the requisite standard in each subject.

The following certificates will be awarded :—

"Distinguished" . . .	80 per cent. of the Total Marks	} <u>And passed in</u> <u>all subjects.</u>
"Creditable" . . .	65 " " "	
"Passed" . . .	50 " " "	

**Marks to be allotted—**

Course "A" . . . . .	1,000
" " "B" . . . . .	2,000
" " "E" . . . . .	1,000
" " "F" . . . . .	1,000
" " "G" . . . . .	1,000
Total . . . . .	<u>6,000</u>

**7. Duties of Royal Marine Officers Afloat :—**

- (i) Detachment duties.
- (ii) Specialists in land warfare; certain Officers will specialise in Land Artillery, and others in Machine Guns.
- (iii) Subaltern officers to perform duties of Officer of the Watch in harbour.
- (iv) Captains and subalterns to perform such of the following duties as their qualifications admit :—
  - (a) Officer of Guard or Piquet.
  - (b) Care of confidential books and documents and intelligence work generally.
  - (c) Instructors in Lewis and Vickers machine guns, bayonet and physical training and bombing.
  - (d) Assistants to Gunnery and War Staff Officers.
  - (e) Duties of Forward Observations Officers in shore bombardments.
- (v) Field Officers.—Duties of Fleet Marine Officer, and duties on staff of Flag Officer, e.g., intelligence, operations, &c.

(C.W. 6205/23.)

# VIA. OFFICERS ROYAL MARINES.

Ref. No.	Length of Course.	Months.	Place.	Subject.	Standard.	Syllabus.	Remarks.	Number of Places Allotted.
A	6 months	October—March.	Greenwich	(i) Mathematics. (ii) Science. (iii) Use of ballistic tables.	50 % to pass - With a minimum of 35% in each subject (French excluded).	See para. 10	During this course physical training and riding.	1,000
B	9 months	April—January.	Deal	Theoretical military course.	50 % in each subject. 60 % in agg. 80 % distgd. To satisfy Commandant.	See para. 10	Physical training and drill during course.	2,000
C	9 months	February—October.	R.M. Hd. Qrs.	Practical military course.	—	See para. 10	To teach practical leadership and command.	—
D	1½ month	November and Dec.	R.M. Hd. Qrs.	Preliminary gunnery	—	As laid down in <u>Gunnery Training Manual, 1922, Part IV, Course 2.</u>	—	—
E	3 months	January—March.	H.M.S. "Excellent."	Naval gunnery	Class : 1st—85 %. 2nd—70 %. 3rd—50 %. With a minimum of 30 % in each subject.	As laid down in "Gunnery Training Manual, 1922, Section 'A,' Course 13."	—	1,000
F	2 months	April—June.	H.M.S. "Vernon."	Electricity and mining.	As for "E"	As laid down in <u>Torpedo Training Manual.</u>	—	1,000
G	3 months	July—Sept.	Navigation School.	Seamanship and chart work.	85 %—1st. 70 %—2nd. 50 %—3rd.	See para. 10	If possible, 1½ month in gunnery firing ship.	1,000
Total								6,000

NOTE.—Leave : 1½ month, and such leave during above periods as is granted to the several Schools.

**2. Courses—Syllabuses :—****Course "A."—Mathematics, Applied Mechanics, Physics and Chemistry.**

DURATION : 6 MONTHS.

R. N. COLLEGE, GREENWICH.

		MARKS : 1,000.	
Mathematics	- -	Paper	250
		Term Work	50
Applied Mechanics	-	Paper	250
		Term Work	50
Physics	- - -	Paper	175
		Lab. and Term Work	75
Chemistry I.	- -	General Chemistry	50
		Lab. Work	25
Chemistry II.	- -	Metallurgy and Explosives	75
Total		- - -	1,000

**MATHEMATICS.****Algebra and Graphs.**

Simple algebraic manipulation, including change of subject and substitution of a new variable in formulæ.

$$\frac{a}{b} = \frac{c}{d} = \frac{pa + qc}{pb + qd}, \text{ and in particular } = \frac{a - c}{b - d}.$$

Simultaneous linear equations in two or three unknowns : quadratic equations : two simultaneous equations, one linear and the other quadratic. Solution of equations by graphs, and method of trial and error.

Indices and logarithms; evaluation of expressions of the form— $pv^2$  and  $ae-kx^2$ . Slide rule.

Equation of straight line in the form  $y = mx + c$ .

Gradient of a graph at a particular point.

Derived function (gradient function) of  $x^2$ ,  $x^3$ ,  $x^1$  from first principles. Application to maxima and minima, small increments, rate of increase, velocity, acceleration. Determination of distance, from velocity or acceleration.

Tracing of parabolic graph  $y = ax^2 + bx + c$  from considerations of symmetry, turning value, intersection with axes. Equation of circle.

Graphical determination of areas and volumes. Simpson's rule.

Approximation to  $(1 + x)^n$  in form  $1 + nx$ .

Determination of laws from experimental data in simple cases.

**Trigonometry.**

Directed lengths on a straight line. Vectors (chiefly displacement vectors). Resolved part of vector : projection. Co-ordinates  $(x, y)$  as projections. Vector sum.

Trigonometrical functions of general angle. Simple relation between the functions. Graphs of these functions; periodicity. Graph of form  $a \cos mx + b \cos nx$  to illustrate superposed wave-forms.

Solution of triangle with proof of formulæ used. (Sine and cosine rules only.) Area of triangle.

Formulæ for  $\sin(A \pm B)$ ,  $\sin 2A$ , &c.

Proof of  $\tan(A \pm B)$  formula.

Transformation of  $a \sin x + b \cos x$  into the form  $v \sin(x + \theta)$ , with applications.

Circular measure. Angular velocity. Small angles. Values of trigonometrical functions of angles expressed in radians.

Solution of equations such as  $\sin x = \frac{1}{2}x$ ,  $\tan x = x + 2$ . (Method of trial and error.)

**APPLIED MECHANICS.**

*Text Book.*—"Examples in Applied Mechanics."—Admiralty publication.

Measurement of quantities. Units. Plotting variable quantities in graphs. Use of units. Conversion of units in question.

Linear motion, velocity and acceleration, constant and variable. Vector quantities. Relative velocities. Rate of change of range and bearing. Angular velocity and acceleration. Motion of bodies in circular paths.

Force as the cause of motion. Action of constant and variable forces. Relation between force, time and momentum. Collision recoil and other applications. Relations between force, work, power and kinetic-energy. Conservation of energy. Friction.

Vectorial addition of forces. Equilibrium under concurrent forces. Moment of a force. Equilibrium under non-concurrent forces. Centres of gravity. Reactions on supports of frames. Stresses in frames. Mechanical strength of metals.

Velocity ratios of simple machines. Mechanical advantages and efficiencies.

Fluid pressure. Buoyancy Heeling. Fluid resistance. Turning of a ship.

PHYSICS.

*General Physics.*

A short descriptive treatment of the constitution of matter, the kinetic and electron theories and the transmission of energy by wave motion.

*Heat.*

Effects of heat; thermometry. Calorimetry and measurement of heat. Expansion of solids and liquids. Change of state. Laws of perfect gases. Conduction, convection and radiation of heat.

*Electricity.*

Properties of electric currents; practical units. Resistance. Cells and elementary electro-chemistry. Power and energy. Magnetic fields. Laws of induced E.M.F. magnetic flux. Magnetic circuit.

*Applied Electricity.*

D.C. measuring instruments. Electro-magnets. Principle of telephone. D.C. generators. D.C. motors.

*Optics.*

General discussion of nature and sources of light. Propagation of light, inverse square law. Illumination: definitions and measurements. Laws of reflection of light; mirrors. Laws of refraction of light; prisms; lenses. Use of simple combinations of prisms and lenses in optical instruments.

CHEMISTRY.

(a) GENERAL PRINCIPLES OF CHEMISTRY.

(One term of about 24 lectures, also two periods a week, in the Chemical Laboratory.)

*Introduction.*

Scope and applications of chemistry and special Service bearings.

*Constitution of Matter.*

Elements, compounds. The solid, liquid and gaseous states. Liquefaction of gases and application to refrigerating systems, &c.

*The Non-Metallic Elements and their important Compounds.*

*Hydrogen*: Its manufacture and use for balloons, airships, &c.

*Oxygen*: Its manufacture and uses.

*Water*: Natural waters. Solution and laws governing solution of solids, liquids and gases. The ionic theory of solution and its application to electrolysis and production of galvanic current.

*Oxidation and Combustion.*

*Nitrogen and its Compounds.*

Nitric acid. Production of nitrogen compounds from the air.

*The Atmosphere.*

*Carbon and its Compounds.*

Hydrocarbons; alcohols, ethers, fatty acids. General nature of oils—hydrocarbons and "fatty." Principal coal tar products and their importance as raw materials.

*Fuels.*

Outline of chief classes—solid, liquid, gaseous.

*Sulphur and its Compounds.*

Sulphuric acid—"oleum."

*The Halogen Elements (generally).*

Fluorine, chlorine, bromine, iodine. Chlorates and perchlorates.

(b) EXPLOSIVES.

(One term of about 12 lectures.)

*Explosion and detonation.*

Requirements of different classes of explosives.

Propellants, disruptives ("high" explosives), mining, initiators.

Measurement of gaseous products, and heat of explosion, estimation of temperature of explosion, measurement of pressures. Potential energy.

Products of explosion.

Methods of examining the power and volume of explosions. Trauzl lead block; ballistic pendulum; velocity of detonation, &c.

*Military Explosives.*

Outline of development of gunpowder.

Gun-cotton—nitro-glycerine—nitro-phenols—nitro-benzines and toluenes.

*Propellants.*

Smokeless.

Nitro-cellulose gellatinised powders. Nitro-cellulose—nitro-glycerine colloids—ballistites—cordites.

**"High" Explosives.**

Of the ammonium nitrate chlorate and perchlorate classes.

**Initiating Explosives.**

Fulminates and azides.

(The manufacture of explosives will be dealt with in brief outline.)

During this course, Probationary Officers, R.M., will receive 52 lessons in equitation, at the rate of 2 lessons a week, at the Riding Establishment, Woolwich.

**Course "B."—Theoretical Military Subjects.**

DURATION : 9 MONTHS. AT DEPÔT, R.M., DEAL.

MARKS : 2,000.

**Subjects.**

- (i) Strategy and Military History.
- (ii) Imperial Military Geography.
- (iii) Principles of Combined Operations.
- (iv) Tactics, to include Exercises in the Field without Troops.
- (v) Topography and Field Engineering.
- (vi) Military Sanitation and Hygiene.
- (vii) Organisation and Administration of Troops in the Field in War.
- (viii) Lectures and Essays.
- (ix) Administration of Discipline and Military Law.

**Syllabus.**

2. The Syllabus will be that given in Appendix XI, King's Regulations, and Orders for the Army for the Promotion Examinations—Lieutenant to Captain (a) and (b).

**Examinations.**

3. At the conclusion of the Course the following examinations will be held :—

		Marks.
(i) <i>Practical.</i>		
As for Promotion Examination Subject (a)	- - - -	300
(ii) <i>Written.</i>		
(a) Strategy and Military History	- - - -	200
(b) { Part I—Combined Operations	- - - -	{ 100
Part II—Imperial Military Geography	- - - -	
(c) Combined Problems and Questions. To embrace a knowledge of Tactics, Topography, Field Engineering, Administration and Sanitation (two papers)	- - - -	500
(d) Essay	- - - -	100
(e) Military Law	- - - -	200
TOTAL	- - - -	1,500

These Examinations will be conducted by a Board of Officers appointed by the Adjutant-General, Royal Marines.

4. In addition to the marks allotted for the Examinations, 500 marks will be awarded by the Military Instructor for work during the Course.

**Qualifications.**

5. (a) To pass - - - - - { 50 per cent. in each subject.  
To obtain a "Distinguished" Certificate - - - - - { 60 per cent. on the aggregate.  
80 per cent. on the aggregate.

6. Cases of Officers who fail to obtain the necessary passing out aggregate of marks will be specially dealt with by the Adjutant-General, Royal Marines.

7. During the Course to undergo Instruction in Physical Training and Infantry Drill.

**Course "C."—Practical Military Subjects.**

DURATION : 9 MONTHS. R.M. HEADQUARTERS.

*Note.*—Officers promoted from the ranks will undergo an eight months' course from February to September each year.

- (i) Infantry Training, Anti-Gas and Physical and Recreational training.
- (ii) Small Arms Training.
- (iii) Interior Economy, Office Work and Confidential Books.
- (iv) Signalling.
- (v) Tactical Training.
- (vi) Vickers Machine Gun.
- (vii) Lashings, Tackles, Derricks, Spars and Bridging.

## **PART VIA.—OFFICERS—ROYAL MARINES.**

2. The syllabus to be as laid down from time to time in General Orders, Royal Marines
3. The Officers to satisfy the Colonel Commandant that they have attained a satisfactory standard in each subject.
4. Officers to be attached to Companies and training platoons            |            |             
their own divisions. This portion of the work to be carried out in close touch with Non-  
commissioned Officers and men, and they should train their own            |             
platoons as far as possible.
5. Signalling will be confined to—
  - (a) Colours of Flags and Pendants—Naval and International.
  - (b) Semaphore—12 words a minute.
  - (c) Morse. Flashing and waving—8 words a minute.

### **Course "D."—Preliminary Naval Gun Drill.**

DURATION : 2 MONTHS. R.M. HEADQUARTERS.

Preliminary Gunnery Training as laid down in Gunnery Training Manual, 1922.  
Part IV, Course 2.

### **Course "E."—Naval Gunnery.**

DURATION : 3 MONTHS. H.M.S. "EXCELLENT."

As laid down in Gunnery Training Manual, 1922, Section A, Course 13.

### **Course "F."—Electricity and Mining.**

DURATION : 35 DAYS. H.M.S. "VERNON."

As laid down in Torpedo Training Manual.

### **Course "G."—Seamanship and Chart Work.**

DURATION : 3 MONTHS. NAVIGATION SCHOOL.  
MARKS : 1,000.

1. Handling of boats under steam, sail and oars. Lowering and hoisting boats. Securing sea boats. Towing boats. Landing from boats under various conditions. Anchoring boats. Names and uses of all boats' fittings and gear.

2. Knowledge of those Board of Trade Regulations for avoiding collision at sea which are necessary for carrying out boat work.

3. Knowledge of tackles, blocks, hawsers, purchases and boats' falls. Advantage gained by tackles. Bends, hitches, and splicing.

Note.—Certain of these details will have already been dealt with in the Repository Course which is part of the Military Course, and these details need not be repeated.

4. To read and understand a chart. Construction of charts.

5. British uniform system of buoyage, lighting and fog signals.

6. Simple tidal definitions, including use of Tide Tables.

7. Writing up the log in harbour.

8. To take bearings by compass, and how to apply variation and deviation of the compass.

9. Methods of fixing position by compass bearings. Laying off a course. The use of leading marks and clearing marks.

Examination to be Oral only.

To qualify	-	-	-	50	per cent.	of marks	allotted
2nd class	-	-	-	70	"	"	"
1st class	-	-	-	85	"	"	"

(C.W. 6205/23.)

## **SECTION II.—PROBATIONARY LIEUTENANTS TRANSFERRED FROM SUB-LIEUTENANT, R.N.**

(See Article 1154a, Clauses 1 and 2.)

1. Eighteen months' instruction in Military subjects. Courses B. and C. laid down in Section I, 9 months at the R.M. Dépôt, Deal, and 9 months at a R.M. Division.

2. The examination and qualifying standard will be as laid down in Section I, paragraphs 6 and 8.

(C.W. 6205/23.)



**PART VII.—ROYAL MARINES—PROMOTION TO COMMISSIONED RANK.**

1. Promotion from the ranks to Commissions in the Royal Marines are made under the following regulations :—

*Selection.*

2. Commissions not exceeding two in number may be awarded each year to candidates selected from Warrant Officers, Non-commissioned Officers and Marines (passed for promotion).

*Requirements.*

3. Candidate must fulfil the following conditions :—

- (a) Not less than three years' service from the age of 18.
- (b) Not over 24 years of age for 1924 or 23 years of age for 1925 and subsequent years on the 1st January of the year in which they would be promoted to Probationary 2nd Lieutenant, if selected.
- (c) Must have obtained 75 per cent. of marks in Papers I, IVa, and VII and one other (except Navigation) in the examination for first-class certificate.
- (d) Clear Company Conduct Sheet.
- (e) Medically fit for General Service.
- (f) Recommended by Colonel Commandant of Division or, if embarked, by Commanding Officer.
- (g) Unmarried.

(O.W. 10731/23.)

4. Candidates will be selected by the Admiralty in December each year. Colonels Commandant, Royal Marines, are to keep a list of candidates who have been or can be recommended for such Commissions, and forward their names to the Adjutant General, Royal Marines, on 1st November each year. The names of candidates for Corps Commissions who are embarked are to be forwarded separately in order that reference may be made to their Commanding Officers.

5. Any recommendations of Non-commissioned Officers and Marines (passed for promotion) as to their fitness for such Commissions are to be entered on page 2 of their Company Conduct Sheet, and in the event of a candidate embarking, a special reference is to be made to his new Commanding Officer at the same time.

6. Commanding Officers of H.M. Ships and Establishments will forward to the Admiralty by 1st November each year the names and documents of any Royal Marines serving under their command who fulfil the conditions specified in para. 3, and who can be recommended for a Corps Commission, including a report on those already noted as candidates on embarkation.

7. In order that the Admiralty may be assisted in making nominations, a select number of candidates recommended will appear before a Board of Officers, composed of Colonels Commandant of Royal Marine Establishments, which will assemble early in December each year and forward a written report to the Adjutant General, Royal Marines, recording their opinion in order of merit as to the suitability of such candidates as appear before them for a Corps Commission.

8. Arrangements will be made, if possible, by the Adjutant General, Royal Marines, for candidates serving in Home Waters to appear before the Board.

*Courses of Instruction.*

9. Selected candidates will be appointed Probationary 2nd Lieutenants,           as from 1st April following, provisionally appointed to a Headquarter Division and undergo the following courses :—

Ref. No.	Length of Course.	Months.	Place.	Subject.	Marks Allotted.
B.	9 months	Apl.—Jan.	Deal - -	Theoretical Military Course	2,000
C.	8 months	Feb.—Sept.	R.M. Hdqrs.	Practical Military Course -	—
A.	6 months	Oct.—Mch.	R.N. College, Greenwich.	Physics and Electricity, Simple Trigonometry, Geometry and the Slide Rule.	1,000
F.	2 months	Apl.—June	H.M.S. "Vernon."	Electricity and Mining	1,000
G.	3 months	July—Sept.	Navigation School.	Seamanship and Chart Work.	1,000
D.	2 months	Nov.—Dec.	R.M. Hdqrs.	Preliminary Gunnery - -	—
E.	3 months	Jan.—Mch.	H.M.S. "Excellent."	Naval Gunnery - - -	1,000
Total - - - -					6,000

For duties of Royal Marine Officers afloat, syllabus of courses, Standard of Qualifications, &c., see Appendix X, Part VIA, Section I.

# ART VIB.—ROYAL MARINES TO COMMISSIONED RANK.

The Syllabus for course "A" is as follows :—

Duration of Course—Two Terms.

The subjects of study, the number of periods per week devoted to each subject and the marks for the work done during the course and for the final examination in each subject are as follows :—

Subject.	Periods per Week.		Marks.
	1st Term.	2nd Term.	
Mathematics . . . . .	8	8	Paper . . . 325 Term Work . . 50
Applied Mechanics . . . . .	8	8	Paper . . . 325 Term Work . . 50
Physics . . . . .	6	6	Paper . . . 200 Term Work . . 50
War Course . . . . .	1	1	*
Physical Training . . . . .	2	2	—
Total for Greenwich Course . . . . .			1,000

\* The examination in this subject will consist of an essay which will be marked only for the purpose of inclusion in the confidential report of the R.M. Officer in Charge.

## MATHEMATICS.

1st and 2nd Terms. LECTURES—8 periods per week.

### SLIDE RULE.

Explanation and manipulation.

### MENSURATION AND GEOMETRY.

Mensuration of Circle, Trapezium, Cylinder, Prism, Sphere, Middle Ordinate and Simpson's rule for area under curve.

Brief account of theory of similar triangles and similar figures; application to maps, plans, &c., on different scales.

### ALGEBRA.

Simple algebraic manipulation, including "change of subjects" (i.e., manipulation of formula so that, given  $y = f(x)$ ,  $x$  may be expressed as an explicit function of  $y$ ).

$$\frac{a}{b} = \frac{c}{d} = \frac{a \pm c}{b \pm d}$$

Simple factors, e.g., difference of two squares and type  $ax^2 + bx + c$ .

Addition &c., of fractional expressions.

Simple equations. Simple simultaneous equations.

Problems leading to equations.

Graphs of simple functions.

Equation of straight line in the form  $y = ax + b$ .

Indices and Logarithms. Meaning of the laws of logarithms; application to method

of graduating the slide rule.

Solution of quadratic equations and of simultaneous equations, one linear, the other quadratic, graphically and by formula.

Graphical solution of equations of degree higher than the second.

Variation.

Approximation to  $(1+x)^n$  in the form  $1+nx$ , with applications. Determination of laws from experimental data in simple cases.

### TRIGONOMETRY.

Definition of the trigonometrical ratios. Simple relations between the ratios.

Problems for right-angled triangles. Traverse Table.

Solution of oblique angled triangles by division into two right-angled triangles.

Sine Rule. The Cosine Rule.

Area of triangle =  $\frac{1}{2}$  base  $\times$  height =  $\frac{1}{2} bc$ .  $\sin A =$

$$\frac{\sqrt{s(s-a)(s-b)(s-c)}}{bc}$$

Heights and distances.

Circular measure; problems involving arcs of circles; special case of small angles.

Statement of formulæ  $\sin(A \pm B)$  &c.,  $\sin A \pm \sin B$  &c.,  $\sin 2A$  &c., without proofs.

Vectors. Vector addition and resolution.

Graphs of  $\sin X$ ,  $A \sin (nx + e)$  &c.

Graphical solution of equations of the form  $a \sin x + b \cos x = c$ .

Transformation of  $a \sin x + b \cos x$  into the form  $r \sin (x - \alpha)$ .

#### APPLIED MECHANICS.

1st and 2nd Terms. LECTURES—8 periods per week.

Quantities. Fundamental and derived units. Conversion of units.

Force as the cause of motion.

Equilibrium under concurrent forces.

Polygon of forces. Vector addition of Forces. Bow's notation.

Resolution of Forces.

Moment of a force.

Parallel Forces: Centre of Gravity.

Equilibrium under non-concurrent forces. Easy cases of Funicular Polygon. Simple cases of stress diagrams and reciprocal figures.

Couples. Static Friction.

Linear velocity and acceleration.

Composition of velocities. Relative velocity.

Motion of bodies in circular path.

Angular velocity and acceleration.

Velocity.—Time diagrams, &c.

Motion of projectile in vacuo.

Air Retardation. Ballistic coefficient. Calculation of Range by Method of "Parabolic" velocity.

Newton's Laws of Motion.

Motion under the action of a constant force.

Work and energy. Graphical representation of work.

Impulse. Momentum. Recoil of Guns.

Power.

Motion in Circular Orbit. Centrifugal force.

Simple machines. Velocity ratio. Force ratio or Mechanical Advantage.

The efficiency of a machine. The law of a machine.

#### PHYSICS.

1st and 2nd Terms. LECTURES—6 periods per week.

*General Physics.*—Constitution of matter. Kinetic. Theory. Properties of matter. Density. Elasticity. Boyle's Law.

*Heat.*—Effects of Heat. Thermometry. Calorimetry. Specific and Latent Heats. Expansion. Change of state. Gas Laws. Vapours and vapour pressure. Conduction, convection and radiation of heat.

*Wave Motion.*—General principles of wave motion. Transverse and Longitudinal Waves. Huygen's principle. Stationary Waves.

*Sound.*—Characteristics of sound. Vibrating strings. Organ pipes. Sound in liquids and solids.

*Optics.*—Nature of Light. Velocity and propagation of light. Rectilinear propagation. Laws of reflection and refraction. Mirrors, prisms, lenses, simple optical instruments.

*Electricity.*—Properties of electric currents, practical units. Resistance. Electrolysis. Cells. Power and energy. Magnetic fields. Magnetic flux. Magnetic circuit. Permeability. Measuring instruments. Laws of induced E.M.F. Simple theory of D.C. generators and motors.

#### WAR COURSE.

1st and 2nd Term. LECTURES—1 period per week.

This subject is at the discretion of the Marine Officer in Charge.

10. Selected candidates who fail to pass for the second time will be given the option of taking their free discharge instead of reverting, but they will not be entitled to any retired pay or gratuity as an Officer.

11. On satisfactorily passing courses "B" and "C," candidates will be confirmed as 2nd Lieutenants, [ ] [ ] finally posted to a Headquarter Division, and on completing the remaining courses will be promoted Acting Lieutenant.

12. They will then be embarked as Subalterns of Royal Marine Detachments for practical instruction in their detachment duties and in the duties of Officer of the Watch in Harbour.

13. On completion of six months afloat, if satisfactorily reported on and passed all examinations, they will be confirmed in the rank of Lieutenant [ ] [ ]

14. On confirmation in the rank of Lieutenant they will be placed on the List of Lieutenants, Royal Marines, on the same footing as other Officers as regards promotion and retirement.

## PART VI B.—ROYAL MARINES TO COMMISSIONED RANK.

15. Officers promoted under these Regulations will be granted Outfit Allowances as follows :—

	£
On appointment as Probationary 2nd Lieutenant, if promoted from the ranks	50
On confirmation as 2nd Lieutenant	50
On confirmation as Lieutenant	50

16. In addition to the grant of Commissions in accordance with the foregoing regulations, a Commissioned Officer from Warrant Rank, Warrant Officer or other rank who may perform some specially meritorious service or distinguished war service will be eligible for a combatant Commission, in which case these regulations will not apply.

17. In such cases the officer will be posted to a Headquarter Division to undergo such courses as may be considered necessary and will receive a grant of £100 for uniform and outfit. He will be paid on the scale laid down for ordinary officers promoted from the ranks (except Quartermasters).

(C.W. 6476/23.)

## PART VII.—COURSE OF INSTRUCTION AND EXAMINATION FOR SURGEON COMMANDER.

(See ARTICLES 286 and 332.)

### 1. Subjects of Study and Examination :—

#### (i) Compulsory :—

- (a) Clinical medicine and clinical surgery.
- (b) Operative surgery.
- (c) Anæsthetics (practical).
- (d) Ophthalmology.
- (e) Clinical pathology.
- (f) Hygiene.

#### (ii) Optional :—

- (g) Bacteriology.
- (h) Throat, nose, and ear diseases.
- (i) Skiagraphy.

(C.W./18.)

2. Instruction in bacteriology and clinical pathology, hygiene and skiagraphy will be given at the naval medical school, the remaining subjects will be studied at the "Dreadnought" hospital and other civil hospitals in London as may be arranged from time to time by the Medical Director-General of the Navy.

3. The Surgeon-Lieutenant-Commanders going through the course will be accommodated at the Royal Naval College, Greenwich, and will be under the general control of the President. Their instruction throughout will be under the immediate supervision of the Professor of Hygiene appointed in charge of studies.

(C.W. 20508/20.)

## PART VIII.—EXAMINATION FOR PAYMASTER SUB-LIEUTENANT.

(See ARTICLE 295.)

1. The examination for the July entries will be held on the third Monday in July; for the January entries on the third Monday in January.

(C.W. 19337/20.)

2. Candidates are to inform the Secretary to the Commander-in-Chief, Portsmouth, four months in advance of the examination : (a) Compulsory foreign language selected; (b) Optional subject, if any, selected. The Admiralty should also be informed.

(C.W. 188/21.)

3. The necessary local arrangements are to be made by the Commander-in-Chief or Senior Officer present for the attendance of the officers concerned and for the appointment of a responsible supervising officer.

The examination papers, with the exception of the Coding and Cyphering paper, will be prepared and marked by a board of examiners appointed by the Commander-in-Chief at Portsmouth, and will be distributed by the Admiralty. The Coding and Cyphering paper will be prepared and marked at the Admiralty. The seal of the envelope enclosing each paper of questions is to be broken by the supervising officer in the examination room in the presence of the candidates.

4. Immediately on the conclusion of the examination the worked papers, except those in Coding and Cyphering, are to be enclosed in a sealed envelope, together with copies of all the officers' three annual reports (Form S.433a), and the report of the local interpreters on the oral test in foreign languages. These papers are to be forwarded direct to the Secretary to the Commander-in-Chief, Portsmouth, when they will be examined and

marks assessed by the officers who set the papers, who will communicate the result in full to the Admiralty. The worked papers in Coding and Cyphering are to be enclosed in a separate sealed envelope and forwarded direct to the Director of Naval Intelligence, Admiralty.

The officers who mark the papers will receive a fee of 1s. 6d. per paper for every candidate examined.

(C.W. 14049/22.)

5. Should the date of an officer's entry have been deferred for any reason, he is to undergo the examination with the officers entered at the succeeding examination. On passing, the date of his promotion will be adjusted according to his date of entry and the class of certificate gained, as laid down in para. 10.

(C.W. 3500/22.)

6. Officers on foreign service leave are to attend the examination held at the port division in which they are borne for pay purposes.

7. The names of officers unable to attend the examination through sickness are to be reported to the Admiralty, when steps will be taken to arrange for their being specially examined.

(C.W. 19337/20.)

8. *Cancelled.*

9. Subjects of Examination :—

	Maximum marks.	Standard to qualify.
(a) Ledger and ship's office work, pay and cash accounts, and receipt and custody of cash. A general knowledge of foreign currencies and exchanges, as well as bills of exchange, will be required. (See Art. 1338, Clause 5, as to practical experience in ledger work)	300	50 per cent.
(b) Captain's Secretary's work, Admiralty Instructions, Naval Discipline Act and Court-Martial procedure	250	50 „
(c) Victualling Books and Accounts, receipt and custody of provisions and clothing, _____, _____, messing arrangements	300	50 „
(d) Typewriting	50	40 „
(e) Coding and Cyphering	50	40 „
(f) A foreign language	100	—
(g) Marks added on account of annual reports (Art. 1339)	100	—
	1,150	575 marks.

Optional subject :—

(h) Shorthand or a Second Modern Language

100

1,250

The examinations in foreign languages are to include an oral test, to which 50 marks will be assigned and are to be conducted by an officer interpreter selected by the Commander-in-Chief. When an officer interpreter is not available, every endeavour is to be made to obtain a civilian capable of holding the necessary oral test. The *vidu* examiner is not to adjudicate marks but is to forward full reports as to each candidate's

- (a) comprehension,
- (b) fluency,
- (c) accent,

together with any special remarks, to the authority responsible for the preparation of the written papers, who will assess marks on these reports. Where no *vidu* examiner is available the marks allotted for the foreign language will be based on the results of the written examination only.

The test in shorthand will consist in writing, from dictation, three passages at speeds of from 60 to 90 words a minute, marks being given for speed. The transcription should be made on the following day.

(C.W. 933/23.)

10. Certificates will accordingly be awarded as follows :—

1,000 marks or over	1st class.
810 marks or over	2nd class.
575 marks or over	3rd class.

Officers who obtain less than 575 marks, or less than the standard to qualify as laid down in Clause 9 above, will fail.

Candidates are not required to reach a qualifying standard in foreign languages, the marks in this subject merely counting in the general total.

## ART VIII.—FOR PAYMASTER SUB-LIEUTENANT.

Candidates who obtain a 3rd Class Certificate will be promoted to the rank of Paymaster Sub-Lieutenant from the date of completing 3 years' service (excluding time lost for causes other than sickness beyond Officer's own control) from date of entry as Paymaster Cadet. Those who obtain a 2nd Class Certificate will have their promotion accelerated by three months, and those who obtain a 1st Class Certificate by six months. The first appointment as an Officer in the rank of Paymaster Sub-Lieutenant will not, however, be dated earlier than the date on which he was eligible to pass for that rank.

11. **Failures.**—Candidates who fail will lose three months' time and are to be re-examined at the next regular examination. A second failure will render an Officer liable to be charged from the Service.

Candidates who fail to obtain 575 marks will be required to take the whole examination again. Those who obtain 575 marks or over, but fail to attain the qualifying standard required in any particular subject or subjects, will be re-examined only in the subjects in which they actually fail. (C.W. 19337/20.)

## PART IX.—EXAMINATION FOR PAYMASTER LIEUTENANT COMMANDER.

(See ARTICLE 294.)

1. The examination will be held annually in July, and is to be conducted in the same manner as the examination for Paymaster Sub-Lieutenant, \_\_\_\_\_, including an Oral Test in a foreign language to which 50 marks will be assigned (see Part VIII).

The names of officers who intend to take the examination should be reported to the Admiralty and to the Commander-in-Chief, Portsmouth, four months before the examination, giving the foreign language selected. (C.W. 13795/22.)

2. **Ledger Work.**—When presenting themselves for examination, officers are to produce certificate showing that they have kept and rendered a ledger, including abstract and tallying summary, for two complete quarters, but as some officers, after promotion to Paymaster Sub-Lieutenant, may possibly be employed for the greater part of their first three years' service in depôts or ships where it would be impossible for them to keep and render the whole ledger, the following alternative certificates are to be adopted:—

(a) "Has kept and rendered a ledger, including abstract and \_\_\_\_\_ summary for two complete quarters."

(b) In depôts, &c., where men's ledgers are divided into sections;  
"Has kept and rendered the officers' section of the ledger and a section of the men's ledger, each for a complete quarter."

(c) "Has performed the duties described in both (a) and (b) for one quarter each."

Notwithstanding the above, officers who have not had an opportunity of obtaining a ledger certificate, may, with the permission of the Admiralty, be allowed to sit for this examination prior to obtaining a ledger certificate, but they will not be eligible for promotion until they have obtained it.

Ledger certificates are to be issued in duplicate, a copy being sent to the Paymaster Director General. (C.W. 933/23.)

### 3. Subjects:—

	Maximum Marks	Standard to Pass.
(a) Naval Discipline Act and Court Martial Procedure	100	50 per cent
(b) General knowledge of an Accountant Officer's duties	200	70 " "
(c) General knowledge of the King's Regulations and of the various other books of Instructions	100	70 " "
(d) International Law and Merchant Shipping Act	100	50 " "
(e) Foreign Language	100	50 " "
(f) Coding and Cyphering	50	70 " "
Total	650	

The paper in (c) will be set from the following books:—

King's Regulations and Admiralty Instructions.  
Admiralty Fleet Orders as affecting Accountancy and clerical duties.  
Handbook of Naval Cookery.  
Mess Traps for Flag and Commanding Officers.  
R.F.R. Instructions.  
R.N.R. and R.N.V.R. Regulations—Officers and Men.  
Transport Service Regulations.  
Naval Discipline Act.

4. **Failures.**—Officers who fail will be re-examined in the subjects in which they fail as an opportunity may occur, but not earlier than the date of the next annual examination.

5. **Cancelled.**

(C.W. 19337/20.)

**PART X.—EXAMINATION FOR INTERPRETER IN MODERN FOREIGN LANGUAGES (EUROPEAN).**

(See ARTICLE 341.)

1. Candidates will be examined by the Civil Service Commissioners at the examinations held by them for the convenience of Officers of the Royal Navy and Army.

The examinations begin on the following dates :—

- (i) Third Tuesday in January.
- (ii) First Tuesday in April.
- (iii) First Tuesday in June.
- (iv) Third Tuesday in October.

(C.W. 8042/23.)

2. Applications for examination must be received at the Admiralty in time to allow of their being forwarded to the Civil Service Commissioners four weeks before the date of the examination. When candidates are unable to attend the examination for which they have been entered, the fact is to be reported both to the Admiralty and the Civil Service Commission. A thorough knowledge of the language selected by the candidate will be required, and he will be examined orally as well as by written papers.

**3. Syllabus of the Examination :—****Marks.**

(a) Conversation . . . . .	60
(b) Reading short MS. reports, notes, telegrams, &c., and dictating answers thereto . . . . .	20
(c) Reproduction orally in the foreign language of a narrative read aloud or related by the Examiner . . . . .	20
(d) Translation into English, from the language, of unseen passages . . . . .	20
(e) Translation from English, into the language, of unseen passages . . . . .	30
(f) Dictation . . . . .	10
(g) Translation into English of official and private correspondence (manuscript) . . . . .	10
(h) Writing a private or official letter in the language, a précis being given . . . . .	20
(i) Extempore translation from the language . . . . .	10
(j) Extempore translation into the language . . . . .	20
<b>Total . . . . .</b>	<b>220</b>

N.B.—In both the written and oral examinations a knowledge of maritime idiom in general use among Naval Officers as well as of ordinary idiom will be required, but not of terms belonging to special branches of the Service or to past times.

(C.W./18.)

4. No candidate will be considered as qualified unless he has shown adequate general proficiency.

5. **Certificates.**—Candidates who pass the examination will be recommended by the Civil Service Commissioners for higher standard (Interpreter's) certificates or for lower standard (Acting Interpreter's) certificates, according to the amount of proficiency shown by them in their examination. The lower standard certificate may be obtained on heads (a), (b) (c), (i) and (j) of the examination; for the higher standard, heads (a-j) must all be taken.

6. **Rejected Candidates** may be re-examined after a lapse of six months from the date of rejection, but candidates who have been twice examined and rejected will not be allowed to go up again for examination, whether such examinations have been provisional or not.

**PART XI.—EXAMINATION IN JAPANESE.**

(See ARTICLE 343.)

1. Officers studying Japanese will be required to pass a preliminary examination before proceeding to Japan to continue their studies. The syllabus of this examination is as follows :—

To answer questions concerning the geography, modern history, political and military organisation and present culture of Japan.

To know Katakana, the common forms of Hiragana and 100 Ideographs.

To be able to hold a conversation involving plain statements of fact with a native.

Notes for the guidance of beginners and a list of 101 ideographs with their readings can be obtained by officers intending to take up the study of Japanese on application to the Admiralty.

## **PART XI.—EXAMINATION IN JAPANESE.**

### **2. Examination at end of First Year's study in Japan :—**

	Marks.
(a) Conversation - - - - -	600
(b) Paper on Chamberlain's Introduction to the study of Japanese writing, sections III and IV - - - - -	200
(c) Reading aloud and oral translation of passages from Vol. 1 to 5 of the Japanese Reader Jingo Shogaku Tokuhon, or similar Reader - - - - -	200
	<hr/> 1,000

### **3. Examination at end of Second Year's study in Japan :—**

	Marks.
(a) Conversation - - - - -	400
(b) Translation on paper with aid of dictionaries of paragraphs from Japanese newspapers - - - - -	200
(c) Reading aloud and orally rendering the gist of simple passages written or printed in the square character or kana, such as short sentences from books or newspapers, telegrams, invitations, charts notices and the like - - - - -	250
(d) Translation on paper from set books* - - - - -	150
	<hr/> 1,000

*NOTE.—50 per cent. of the maximum marks in each subject, and 60 per cent. of the aggregate marks, are required to pass each examination.*

4. Examinations on the Station will be conducted by arrangement with the Commander-in-Chief.

Gratuities will be awarded upon qualification as specified in Article 340, Clause 6.

(C.W. 977/22.)

## **PART XIA.—COMMISSIONED OFFICERS FROM WARRANT RANK AND WARRANT OFFICERS—PROMOTION.**

(See ARTICLE 299.)

### **SECTION I.—GENERAL.**

1. The number of officers to be promoted to Lieutenant (or equivalent rank) will be 8 per cent. of the total numbers of warrant officers and above in each branch, based on the pre-war establishments of the various branches.

2. Commissioned officers from warrant rank in the branches referred to in Article 299 Clause 2 (c), may pass an examination (*see* Section II.) for Lieutenant (or equivalent rank) after promotion to commissioned officer from warrant rank and will then be eligible for promotion by selection in conjunction with seniority up to the maximum allowed, provided they have three years' sea service as commissioned officer from warrant rank before promotion. Warrant officers promoted to commissioned officers from warrant rank under the revised rule in September, 1918, with more than ten years' seniority as warrant officer may be allowed to count the time served in excess of ten years as qualifying service for promotion. Lieutenants (or officers of equivalent rank) promoted from commissioned officer from warrant rank will be promoted to Lieutenant-Commander (or equivalent rank) after eight years' seniority in the junior rank without examination, provided they are recommended by their commanding officers, have a good record, and three years' sea service as Lieutenant (or equivalent rank). The regulations in this paragraph do not refer to the older officers promoted for long and zealous service.

3. Promotions to Lieutenant (or equivalent rank) in the branches referred to in Article 299, Clause 2 (c), up to a total of 4 per cent., will be reserved for the older officers for long and zealous service and such officers will not be required to pass an examination for promotion. These officers will not be eligible for the rank of Commander. The remaining 4 per cent. of promotions will, as a general rule, be confined to younger officers who will be required to pass the examination (*see* Section II.) for promotion, and will be eligible for the rank of Commander under the conditions laid down in paragraphs 6 and 7 below. The promotions reserved for the older officers (4 per cent. of the total list) will be made by filling alternative vacancies as they arise, the remaining vacancies, generally confined to younger officers, being filled half yearly.

(C.W. 22346/20.)

\* The examinee should in each case consult the examiners personally and submit to them for their approval a proposal in regard to the book to be set for the examination. It is not necessary that the same book should be used at all examinations.

(C.W. 9772/22.)



4. Cancelled.

(C.W. 12549/22.)

5. All officers, except those promoted for long and zealous service, will be required to be medically examined and passed as fit before promotion to the rank of Lieutenant (or equivalent). (C.W. 22346/20.)

6. The rank of Commander is open to the following branches and the number allowed is 1 per cent of the total number of warrant officers and above of the branch allowed the rank :—

Gunners and Gunners (T).  
Boatswains.  
Signal Boatswains.  
Engineers.  
Shipwright Branch.

7. Promotion to Commander's rank will be from the rank of Lieutenant Commander (or equivalent rank), and will be by selection in conjunction with seniority, subject to passing the examination for promotion in branches where an examination is laid down for direct entry officers. (C.W. 41302/18 and 56462/18.)

## SECTION II.—EXAMINATION OF COMMISSIONED OFFICERS FROM WARRANT RANK FOR THE RANK OF LIEUTENANT (OR EQUIVALENT).

1. The examination will consist of two parts; the first being an educational test of fitness, which must be passed before a Commissioned Officer from Warrant Rank will be allowed to proceed to the second part, which will consist of an examination in professional subjects.

### Educational Test of Fitness.

2. Candidates are required to pass in certain subjects of the Higher Educational Test (App. X, Part XVII) as tabulated below. These subjects can be passed one or more at a time as preferred.

Candidates' Branch.	General Subjects.	Special Subjects.
Gunner and Boatswain Branches.	First-class marks in any two of the following subjects :—	First-class marks in Papers IV, V and VI, i.e., Navigation I, II and III respectively. Navigation III to be passed whilst a Commissioned Officer from Warrant Rank.
Signal Boatswain Branch.	Paper I, "General Knowledge;"	—
Engineer, Mechanician and Shipwright Branches.	Paper II, "History"; or Paper III, "Geography;" or first-class marks in one and second-class marks in the other two subjects.	First-class marks in any two of the following subjects :— Paper VII, "Practical Mathematics;" Paper VIII, "Mechanics;" Paper XI, "Magnetism and Electricity." One subject to be passed whilst a Commissioned Officer from Warrant Rank.

(First-class marks are 75 per cent. and second-class are 55 per cent.)

NOTE.—For Officers who hold the P.N.† certificate, Navigation Papers I and II will be waived; such officers will be required to pass in the other subjects laid down including Navigation III.

### Professional Subjects.

3. Gunner and Boatswain \_\_\_\_\_ | \_\_\_\_\_ Branches :—Candidates belonging to the Gunner and Boatswain \_\_\_\_\_ | \_\_\_\_\_ branches will be required to qualify in an oral examination in Pilotage (a syllabus of which is printed below), held by a board of Navigating Officers presided over by a Captain; also to pass examinations in Gunnery, Torpedo and Signals, following short courses if considered necessary. The syllabuses and details of these courses and examinations are as follows :—

Gunnery.—As \_\_\_\_\_ | \_\_\_\_\_ laid down in the Gunnery Training Manual. Standard to pass, 75 per cent.

## PART XIA.—COMMD. OFFICERS FROM WARRANT RANK, &c.

**Torpedo.**—As \_\_\_\_\_ laid down in the Torpedo Training Manual. Standard to pass, 75 per cent.

**Signals.**—Duration of course, nine working days. Duration of examination, one working day. Standard to pass, 75 per cent.

### SIGNAL SYLLABUS.

Names of the Signal Books in force and use for which supplied.

Principal definitions.

Colours and significations of single Flags and Pendants.

Use of Substitutes.

Standard phraseology and knowledge of how to express the principal signs in technical standard phraseology.

General knowledge of Signal Manual.

Good knowledge of Chapters VII and IX of Signal Manual and Appendix to Signal Manual.

Instructions relating to Executive Signals contained in Chapters VIII and IX of S Instructions.

Practical Coding from Fleet Codes, Vol. I and II, with Appendices A and B.

General principles of methods of handling W/T traffic as laid down in Chapter V, Signal Manual.

Lectures will be given with a view to assisting Officers in performing their duty in command of Torpedo Craft and as Officer of the Watch.

Practical instruction in Semaphore and Flashing will be given daily throughout the course.

### SYLLABUS OF ORAL EXAMINATION IN PILOTAGE.

General system of lighting, buoyage and fog signals in use on the coast of the British Isles.

Practical use of charts and sailing directions, and of the various books, tables, &c., supplied with the chart boxes.

Practical use of the Admiralty tide tables and tidal atlas. To calculate the correction to apply to soundings on account of tide.

Knowledge of the characteristics and the management of the various compasses and their appliances as supplied to H.M. Ships.

Rule of the Road, and Regulations for preventing collisions at sea.

To work simple problems on the Battenberg's Course Indicator.

To actually fix the ship's position by cross bearings and by Station pointer.

Method of utilising soundings for fixing a ship's position.

Practical use of sounding machines, meteorological instruments, and other navigating appliances.

(C.W. 3064/23.)

**4. Signal Boatswain Branch.**—Candidates belonging to the Signal Boatswain branch will be required to pass a special examination in Visual Signalling\*. No course previous to taking this examination will be allowed. No candidate will be allowed to take this examination who has not passed the Educational test and has not attained the rank of Commissioned Signal Boatswain. Applications to undergo this examination should be forwarded to the Captain, H.M. Signal School, Portsmouth.

\* NOTE.—The Syllabus of this examination is shown in the Admiralty Fleet Orders pending incorporation in "Instructions for training and examination of officers and men in Signals and Wireless Telegraphy."

**5. Engineer and Mechanician Branches.**—Candidates belonging to the Engineer and Mechanician Branches will be required to pass a written examination in Practical Engineering, following a short course if considered necessary.

The syllabus and the examination in that subject will be the same as for Mate (E) as laid down in Appendix X, Part V, Section II, paragraph 12 (Engineering I and II).

Standard to pass, 75 per cent.

(C.W. 17099/21.)

## PART XII.—EXAMINATION FOR THE RANK OF WARRANT OFFICER.

### Educational Test.

1. Candidates for the rank of warrant officer, before being allowed to take the course to qualify them in professional subjects, will be required to show their educational fitness by passing an examination in the following subjects of the higher Educational Test referred to in Appendix X., Part XVII.

(C.W. 52870/18.)

2. Candidates may pass in one or more subjects at a time as they prefer :—

Candidate's Branch.	General Subjects.	Special Subjects.
Gunner, Boatswain, and Signal Boatswain Branches.	First-class marks in any one of the following :— (I) "General Knowledge," (II) "History" or (III) "Geography," or second-class marks in any two of these subjects.	First-class marks in (IV.) "Navigation I."
Telegraphist Branch	Ditto	First-class marks in (VII) "Practical Mathematics," or second-class marks in that subject and second-class marks in either (VIII) "Mechanics" or (IX) "Magnetism and Electricity."
Engineer, Mechanician, Shipwright, Electrical and Ordnance Branches.	Ditto	First-class marks in (VII) "Practical Mathematics," or second-class marks in this subject and second-class marks in either (VIII) "Mechanics" or (IX) "Magnetism and Electricity."
All other Branches	Ditto	—

(First-class marks are 75 per cent. and second-class marks are 55 per cent.)

(C.W. 14305/21.)

3. Candidates who passed the test in General Subjects (Papers I., II. and III.) prior to 1st January 1921 are regarded as qualified educationally for Warrant rank irrespective of the date of their subsequent promotion; other candidates will be required to pass the full test (i.e., including Special Subjects, if specified).

Exception.—The foregoing rules do not apply to candidates placed on the roster for promotion to \_\_\_\_\_ the rank of Warrant Electrician who passed the examinations in March 1917, September 1917, March 1918 and March 1919. These candidates are exempt from the educational test.

(C.W. 15214/22.)

#### Seaman Branch—School and Professional Examinations.

4. All candidates for Warrant Officer of the Seaman Branch will be required to obtain 70 per cent. marks in the examinations at the end of the school course, these examinations being the same for all Warrant Officers of this Branch.

In their professional examinations—

Gunnery	80	per cent.	marks in	Gunnery,
Gunnery (T)	80	"	"	Torpedo,
Boatswains	80	"	"	Seamanship,

with 65 per cent. marks in the remaining two subjects in each case.

(C.W. 53750/18.)

#### PART XIII.—SEAMANSHIP SCHOOL FOR BOATSWAINS.

(See ARTICLE 336.)

1. Candidates for the rank of Boatswain after completing their Gunnery and Torpedo courses must pass through the Seamanship School for Boatswains, at the Navigation School, Portsmouth, and qualify for appointment for Coastal Navigating duties.

(C.W. 52870/18.)

2. The time allotted to the courses is as follows :—

- |   |    |
|---|----|
| (a) Advanced and theoretical seamanship, including all subjects dealt with in "Seamanship Manual," Vols. I. and II.   | 10 |
| (b) All other modern appliances of warfare, which have been introduced during hostilities and which can be comprised under the heading of modern seamanship | 10 |

No. of  
Days.

## PART XIII.—SEAMANSHIP SCHOOL FOR BOATSWAINS.

	No. of Days.
(c) Five days' dockyard course, including 3 days at rigging loft, 1 day at ropery, and 1 day at sail loft, studying machines, appliances, &c. Advantage should also be taken of watching any large operations in the seamanship line which might be going on in or near the Dockyard, such as docking damaged ships, unshipping rudders, masting ships, shipping or removing guns or heavyweights, moorings, and laying moorings, &c.	10
(d) Course at Eastney or Chatham to learn the methods of rigging, raising and using large sheers and derricks ashore, building spar bridges and erecting such jetties and landing stages, &c., as the Navy might be called upon to carry out in time of war in conjunction with Military	5
(e) Navigation Course	60
<b>TOTAL</b>	<b>95</b>

## PART XIII.B.—ADVANCED SEAMANSHIP EXAMINATION FOR BOATSWAIN.

As a corollary to raising the pay of Boatswains to the same level as that of Gunners, higher technical examination has been introduced for the former branch.

2. Boatswains whose appointment as such dates from June 30th, 1919, or later will be required to pass this examination, in addition to the present Seamanship Examination, in order to entitle them to receive the increments of pay as laid down. When considering candidates for promotion preference will be given to those who have passed this examination, boatswains whose appointments as such are dated prior to June 30th, 1919, may, if they so desire, take this examination, and in the event of their passing it the result will be noted in their favour and the latter (P.S.) placed against their names in the Navy List.

3. The examination will be carried out by means of an examination paper sent out from the Admiralty and the worked papers are to be returned to the Admiralty to be marked. The examination may be held in H.M. ships and shore establishments on the Thursday forenoon following the end of each Higher Educational Test as laid down in paragraph 4 of that Test.

Examination papers will be supplied on demand in a similar way as in the case of the Higher Educational Test.

4. The syllabus of the examination will be as follows:—

### Syllabus of Advanced Seamanship for Boatswain.

- (1) To have a thorough knowledge of the Rule of the Road.
- (2) To have a thorough knowledge of ship organisation and shipwork such as coaling, getting in stores, docking, rigging stages, towing and being towed, together with the employment and use of rescue tugs with disabled vessels.
- (3) To possess an intelligent knowledge of handling ships and boats and of the effect of the propellers and helm. To understand the meaning of the terms—Advance, Transfer, Tactical Diameter, and Final Diameter, when used in reference to a ship turning.
- (4) To give a description of all gear attached to paravanes, kites, and otters, and to explain the methods of handling them.
- To describe and explain the use of mine sweeping gear in H.M. Service.
- To be thoroughly acquainted with the various types of Targets and sails and gear attached to them, with the management of Target-towing wires, and with the methods of laying down moorings for targets.
- (5) To have a good practical knowledge of planning, laying, weighing, and examining permanent moorings and all classes of buoys used in H.M. Service for ships, floating docks, off-shore moorings, &c. To know the general principles of the construction and use of floating docks and floating cranes.
- (6) To be able to describe and to possess a knowledge of modern types of anti-submarine and boom defences, including a practical knowledge of handling and laying out the same under all conditions of depth, &c. To have a knowledge of anti-submarine appliances so far as they are connected with seamanship.
- (7) To have a knowledge of the general principles governing the closing of channels by means of sunken structures, *e.g.*, ships, &c., and the placing of the same.
- (8) To have a general knowledge of the essential principles of first-aid salvage of vessels and their fittings.
- (9) To have an intelligent knowledge of the operations of landing and embarking troops, horses, guns, &c., and the duties of beach parties. (Manual of combined naval and military operations supplied to H.M. Ships.)
- (10) To understand the ordinary drawings of a ship, and to have a clear idea of the meaning of such terms as Profile, Plan, Transverse Section, L.W.L., &c., and to

be able to make a freehand sketch, for example, of the deck of a collier or steamship, showing the positions of cargo working appliances, leads, bollards, &c., and giving practical dimensions and notes on the condition of gear, rigging, lifts, guys, &c.

(11) To be able to give a clear definition of Displacement, Buoyancy, Tonnage, Reserve of Buoyancy, Centre of Gravity, Centre of Buoyancy, Centre of Flotation, Tons per inch.

(12) To understand the reason of change of draught on passing from sea water to fresh water.

(13) To have a knowledge of the general principles of the proper stowage and placing of heavy weights in cargo ships, lighters, &c.

(14) To explain the meaning of the terms, steadiness, and stiffness, as applied to ships and boats. To give a description of the construction of rafts for landing guns, giving the buoyancy of casks, drums, and large spars.

(15) To be able to illustrate graphically the thrust on spars and the various stresses that arise in the use of sheers, derricks, holdfasts, blocks, and spans, on board ship and on shore.

(C.W. 52870/18.)

### PART XIII.—EXAMINATION FOR WARRANT ENGINEER AND WARRANT MECHANICIAN.

(See ARTICLE 307.)

1. Examinations of Chief and other Engine Room Artificers and Mechanicians who are qualified by service for warrant rank are held yearly on the first Monday in September on all stations. They will be held at home, at a Dockyard, by a suitable Engineer Officer, under the supervision of the Captain of the Dockyard, and on foreign stations by such suitable officers as the Commander-in-Chief may appoint.

(C.W. 120.)

2. **Applications.**—Candidates serving in ships in home waters are to forward their applications to be examined through their Captains to the Commander-in-Chief at least one month before the date of the examination, and the Admiralty is to be informed as soon as possible of the number.

Candidates on foreign stations are to forward their applications earlier through the same channel so that information of the number of candidates may reach the Admiralty in sufficient time to enable the examination papers to be sent out so as to be available by the date of the examination.

3. The examination papers will be forwarded under seal from the Admiralty to the Commander-in-Chief. The seals will be broken by the Officer conducting the examination in the presence of the candidates, and at the conclusion of the examination the worked papers will be sealed and forwarded to the Admiralty for inspection and award.

#### 4. Subjects :—

(a) Practical questions in arithmetic, including vulgar and decimal fractions.

(b) The mensuration of surface, and solids.

(c) Questions on steam and the steam engines, the combustion of fuel, the construction and working of the propelling and auxiliary machinery and boilers as fitted on board His Majesty's Ships, and the method of keeping Engineer's store accounts and the engine-room register.

### PART XIV.—EXAMINATIONS FOR WARRANT SHIPWRIGHT.

(See ARTICLE 306.)

1. **Educational Test.**—Before being eligible to undergo the preliminary technical examination (see paragraph 2) each candidate must have passed the educational test for the rank of Warrant Officer.

(C.W. 20821/30.)

2. **Preliminary Technical Examination.**—(Form S. 439.) This examination is to be held afloat, half-yearly, and is to be regarded only as a preliminary test as to whether the candidate has sufficient professional knowledge to qualify him to undergo the six months' dockyard course referred to in paragraph 3.

#### Subjects :—

(a) The construction of wood, composite and steel ships; the method of caulking in wood and iron; the lining out of new and the repairs of old masts and spars; the construction of iron masts and derricks, and the building and repair of boats.

(b) The working of steering gear, both by the screw and Rapson's slide arrangements, and the manner of changing from steam steering gear to hand gear

Full Marks.

100

25

## PART XIV.—FOR WARRANT SHIPWRIGHT.

Full Marks.

(c) The ordinary system of pumping, draining, flooding, and ventilating in use, the precautions to take to prevent accidental flooding and the action of the valves in connection with these fittings	25
(d) A good knowledge of the construction and working of the capstans and windlasses common in the Service	25
(e) The construction and methods of working watertight doors, horizontal vertical or hinged, and also of armoured and unarmoured hatches, coaling and side scuttles	25
(f) The practical mixing and application of paints and varnishes, and how to deal with the corrosion of steel surfaces so as to preserve the same	25
(g) The docking of Ships, and the precautions necessary for their safety whilst docking and in dock	25
	<hr/> 250

These half-yearly examinations are to be held in the months of April and October, and all candidates from each ship are to attend together.

The examination is to be held in the presence of a Captain or Commander by a Navigating Officer not below the rank of Lieutenant and by three Warrant Shipwrights or Officers promoted from that rank. The Board of Examiners is to be appointed by the Commander-in-Chief or Flag Officer in command.

**3. Dockyard Course and Final Technical Examination.**—From amongst the candidates who have qualified for further study for the rank of Warrant Shipwright, a number will be selected by the Admiralty on the result of the technical examination and on their half-yearly recommendations, and appointed in due course for six months' instruction under a Constructive Officer in the dockyard of the port division to which they belong. On completion of the course, candidates will be required to pass a final examination in technical subjects, under a Board of Dockyard Officers appointed by the Admiral Superintendent.

### Subjects of Final Technical Examination at the Dockyard:—

(a) Knowledge of how wood, iron, and steel masts and yards are constructed, how to fish masts and yards of wood, iron, or steel in a ready and efficient manner, and how to calculate the proper proportions for making masts and yards from rough spars;

(b) Ability to describe the manner in which one or two thicknesses of wood sheathing are secured in sheathed ships, the manner in which a wood deck is secured to iron beams, stringer plates, or iron deck;

(c) Knowledge of how the keel, stem, stern post, and rudders of iron ships are formed, and how the stem, stern posts, and shaft brackets are secured, how the stern tube is formed, how iron beams and bulkheads are secured to the ship's side, and how the latter are stiffened;

(d) Knowledge of how watertight doors and sluice valves are formed and worked;

(e) Ability to describe the transverse and longitudinal framing of a ship, and the formation of the double bottom, and to show how iron plates are united to one another and to the iron frames;

(f) Ability to describe the method of securing the armour to the ship;

(g) Knowledge of and ability to describe the pumping, flooding, and draining arrangements in Ships with or without a double bottom, and of the ventilating arrangements generally fitted in His Majesty's ships;

(h) Knowledge of the practical mixing and application of paints and varnishes; the proportion of oils, turpentine and dryers which should be used for mixing a given quantity of the various descriptions of paints in general use on board ship; and the preparation of the surfaces of wood and steel to receive paints and enamels;

(i) Knowledge of the trim of vessels, tons per inch immersion, displacement salvage, calculations of surfaces and capacities.

Sixty per cent. of the total marks (200) will be required to qualify.

Successful candidates will then be put through a course of diving instruction (if medically fit) and will be promoted to Acting Warrant Shipwright in vacancies.

(C.W. 22768/17.)

## PART XV.—EXAMINATION FOR WARRANT ELECTRICIAN.

(See ARTICLE 310.)

1. The examination will take place afloat in March of each year, the papers being set by H.M.S. "Vernon."

Before a candidate is eligible to take the examination he must have completed the qualifying service required by Art. 310 and have obtained the certificates mentioned in Clause 2 of that article.

Names of candidates should be forwarded so as to reach the Captain H.M.S. "Vernon" by 1st January each year, together with copies of Service Certificates and Electrical Artificer History Sheets. Copies of papers set at previous examinations may be obtained from H.M.S. "Vernon."  
(C.W. 6651/21.)

**2. Subjects :—**

Arithmetic, including vulgar and decimal fractions and mensuration of surfaces and solids.

Calculations of resistance current and power in circuits, including simple networks.

Elementary theory of continuous and alternating current dynamos, motors and electrical instruments.

Description of the working of electrical apparatus met with in the Service, and care, maintenance and repair of the same.

Maintenance, testing, and repair of Whitehead torpedoes; general knowledge of keeping Torpedo Gunner's stores and accounts.

Drawing to scale a given piece of mechanism.

Working drawings of a given piece of mechanism.

3. The worked papers are to be returned to the "Vernon" for correction and marking. The passing certificates will be forwarded to successful candidates by that establishment duplicates being sent to the Admiralty.

**PART XVI.—PRELIMINARY PROFESSIONAL EXAMINATION FOR WARRANT ORDNANCE OFFICER.**

(See ARTICLE 311.)

1. The preliminary professional examination will take place on the first Tuesday in March and September of each year, the papers being set by H.M.S. "Excellent."

2. The names of candidates in ships in home waters, who fulfil the required conditions, are to be reported to the Commander-in-Chief at least one month before the date of the examination, and "Excellent" is to be informed as soon as possible of the number.

Applications from candidates on foreign stations are to be submitted earlier, so that information as to the number of candidates may reach "Excellent" in sufficient time to enable the examination papers to be sent out so as to be available by the date of the examination.

3. The examination papers will be forwarded under seal to the Commander-in-Chief by "Excellent." The seals will be broken by the Officer conducting the examination in the presence of the candidates, and at the conclusion of the examination the worked papers will be sealed and forwarded to "Excellent" for correction and marking.

Passing certificates will be forwarded to successful candidates by that Establishment, duplicates being sent to the Admiralty.

4. The subjects will be similar to those required for the rating of Chief Ordnance Artificer, the papers being of a more advanced nature.

5. The final examination for Warrant Ordnance Officer will be held in "Excellent," after a special instructional course. See "Gunnery Training Manual."

(N. 53182/18 C.W. 52870/18.)

**PART XVII.—EXAMINATION FOR WARRANT WRITER AND WARRANT SUPPLY OFFICER.**

(See ARTICLES 314 and 315.)

1. The professional examinations for the promotion of writers and supply ratings to warrant rank will be held annually on the 3rd Monday in July.

2. The subjects of the examinations are as follows :—

FOR WARRANT WRITER.						Marks.
(1)	Ledger and ship's office work—Pay	-	-	-	-	350
(2)	Captain's clerk's work—Admiralty Instructions	-	-	-	-	250
(3)	Typewriting	-	-	-	-	100
(4)	Mathematical paper (see paragraph 7)	-	-	-	-	200
						<hr/> 900

A total of 630 marks and not less than 50 per cent. in each subject will be required to pass.

## PART XVIA.—FOR WARRANT WRITER, &c.

### FOR WARRANT SUPPLY OFFICER.

Marks.

(1) Victualling part.

Victualling, clothing and implement accounts, receipt and custody of provisions and clothing. Messing arrangements, supplies, &c., of victualling stores and general knowledge of victualling and clothing duties . . . . . 300

(2) Naval Store part.

Naval Store accounts and all subsidiary documents, receipt, custody, stowage, preservation and issue of Naval Stores. Maintenance of lamps and lamp-trimming duties. Organisation of department and personnel. General knowledge of Naval Stores of the various descriptions and their uses . . . . . 300

(3) Mathematical paper (see paragraph 7) . . . . . 200

800

A total of 560 marks will be required to pass and not less than 50 per cent. in each paper. (C.W. 4128/23.)

3. Names of candidates are to be reported so as to reach the Admiralty               not later than two months before the date the examination is due to be held.

(C.W. 6209/23.)

4. The examination papers, other than the mathematical paper, which will be set by the Adviser on Education, Admiralty, will be prepared by a board of examiners appointed by Commander-in-Chief, Portsmouth, and will be distributed by the Admiralty.

5. The seal of the envelope enclosing each paper is to be broken by the supervising officer in the examination room in the presence of the candidates.

6. Immediately on conclusion of examination the worked papers on professional subjects are to be enclosed in a sealed envelope and forwarded direct to the Secretary to Commander-in-Chief, Portsmouth, when they will be examined and marks assessed by the Officers who set the papers, who will communicate the result in full to the Admiralty through the proper channels.

7. The mathematical paper will be distributed direct from the Admiralty.

The paper, involving arithmetic and elementary algebra, will be on the following lines:—

Arithmetic will include vulgar and decimal fractions, averages, practice, proportion, partnership, simple and compound interest, discount, percentages, profit and loss, exchanges, stocks and shares, with simple problems on these.

Algebra will include the usual portions of the subject up to simple simultaneous equations, with easy problems on these.

The worked papers on the mathematical questions are to be sent direct to the Adviser on Education, Admiralty, S.W., and the marks obtained thereon will be added to the marks assessed at Portsmouth.

*Note.*—For the present ratings transferred to the Supply Branch from the Victualling or other branches may take Parts 1 and 3 or 2 and 3 first as appropriate to the rating from which transferred, and the remaining subject subsequently, in which case a total of 350 marks, and not less than 50 per cent. in each paper, will be required to pass in the first examination and 210 marks as a minimum at the second examination.

(C.W. 4128/23.)

## PART XVII.—PROFESSIONAL EXAMINATION FOR WARRANT WARDMASTER.

(See ARTICLE 313.)

1. The professional examination for the promotion of Wardmaster to warrant rank will be held annually on the first Monday in June at the R.N. Hospital, Haslar.

2. The examiners are to be a medical officer from the Admiralty, and the medical officer in charge of the instruction of probationers at Haslar.

3. The names of candidates are to be reported to the Medical Director General by 1st April each year, those of candidates on foreign stations who are eligible and will be able to attend being reported by telegraph.



Marks.  
Paper. Oral.

4. The subjects of examination are as follows:—

(1) General knowledge of Hospital Administration, with special reference to Day and Night Routine, management of wards, including infectious, contagious and mental wards. Ordinary methods of disinfection and general sanitation of hospitals. Reception and disposal of patients. Forms used in medical service, ashore and afloat. Nomenclature of diseases. Hospital dietary. Organisation of Coroner's inquests. Funerals. Entertainments. Canteen. Fire arrangements	250	50
(2) Training and supervision of sick berth staff. Syllabus of training. Offences and punishments dealt with by Principal Medical Officers in connection with the sick berth staff and hospital employees	200	50
(3) Care and maintenance of hospital stores, including those for Hospital Ships	150	50
(4) King's Regulations and Admiralty Instructions, Articles—351-2, 406-18, 722, 728, 740-41, 750, 829, 831, 1227-1331, 1810	100	50
Total Marks	900	

A total of not less than 50 per cent. in each subject, in both written and oral, will be required to secure a pass. (C.W. 14692/20).

5. **Failures**—Candidates failing to pass are to be allowed to sit for one further examination only.

6. The examination papers will be set by the department of the Medical Director General, Admiralty, and the instructor of probationers at Haslar.

7. The seal of the envelope enclosing each paper is to be broken by the supervising officer in the examination room in the presence of the candidates.

8. Immediately on conclusion of the examination the papers are to be enclosed in a sealed envelope and forwarded direct to the Medical Director General, Admiralty, when they will be examined and marks will be assessed by the officers who set the paper.

**PART XVII.—EDUCATIONAL TEST, PART I. AND HIGHER EDUCATIONAL TEST.**

**EDUCATIONAL TEST, PART I.**

(See ARTICLE 380.)

The examination will consist of the following papers:—

Paper I. Arithmetic. A simple paper on the first four rules in Arithmetic, simple and compound, with vulgar and decimal fractions (no questions to involve a knowledge of special weights and measures), calculating the average points obtained at practices, making out mess bills, &c. Time allowed, 2½ hours.

Paper II. Writing an ordinary passage of English to Dictation.

A candidate will be entitled to receive an Educational Certificate, Part I., if he obtains not less than 75 per cent. of the maximum marks in each subject.

Candidates will be duly informed of the results of the examination and the marks they have obtained.

(N. 21855/20.)

2. The examination will be held three times annually, viz., on the first Tuesday in March, July and November; Paper I. being taken in the forenoon and Paper II. in the afternoon. Under exceptional circumstances an examination held on a later date will be accepted if the Commanding Officer states on the certificate (see (v) in para. 4) that the delay in holding the examination was unavoidable, and that there was no possibility of the candidate having become acquainted with the contents of the examination papers before the examination.

If any cases arise of such urgency that Commanding Officers consider it expedient to hold interim examinations, they should apply to the Admiralty for sanction to hold such examinations, stating the dates selected and the number of papers required. On approval being given, *special* sets of papers will be sent from the Admiralty.

(N. 2616/23.)

3. The examination may be held in any of H.M. Ships and Establishments. Papers will be sent out from the Admiralty. Commanders-in-Chief, Senior Naval Officers or Commanding Officers are to send a notification to the Admiralty as to how many sets of papers will be required, such notification to arrive at the Admiralty in time for the papers to be despatched so as to reach their destination before the date fixed for the next examination. The number of packets into which the papers should be made up (having

## PART XVII.—EDUCATIONAL TEST.

regard to the fact that there may be a number of examination centres for each squadron) and also the number of sets to be put into each packet should be stated.

4. The worked papers are to be sent to the Secretary of the Admiralty, marked on the cover, "Worked Examination Papers." They are to be accompanied by—

(a) A schedule stating the name of each candidate, his ship and/or examination centre, rating, official number, Port Division, and where he is serving;

(b) A certificate signed by the Commanding Officer, certifying the date and hour at which the examination in each paper was held and that the examination was carried out in a proper manner.

With a view to expediting the notification of the result in the case of ratings serving in the China and Africa Stations papers worked on these Stations should be corrected by the Instructor Lieutenant of the Flagship, the results being forwarded to the Admiralty (Adviser on Education) for purposes of record.

Forms for the Schedule and Certificate and a copy of "General Directions for the guidance of Officers responsible for conducting the Examinations" will be sent out with the examination papers.

5. Any rating in any branch may be admitted to the examination at any time after he has been drafted to a seagoing ship (including a ship in commission in reserve) and provided he has been recommended by his Commanding Officer as likely to qualify. For his purpose Commanding Officers should arrange for such preliminary tests as they may consider desirable.

5a. Educational Certificates, Part I., will also be issued :—

(i) to boys who pass the educational portion of the examination for accelerated advancement to man's rating (*see* Appendix XVIII., Section 11);

(ii) through the torpedo schools to ratings who pass in dictation as an optional subject in the school examination at the end of the course in the torpedo school for qualification as Leading Torpedo Man. The examination in dictation will be carried out by papers sent from the Admiralty, and the date of each examination and the probable number of papers required should be reported at least one month before the examination is to be held.

5b. For all purposes passing in school for Gunners' Mate or Torpedo Gunner's Mate, or possession of a 2nd class Certificate of Education, Royal Marines, may be regarded as equivalent to possession of the Educational Certificate, Part I.

6. The fact that a man possesses an Educational Certificate, Part I., is to be noted on his Service Certificate, and against his name in the "Remarks" column of the ship's ledger. The Educational Certificate, Part I., will be kept with the Service Certificate and handed to the man on leaving the Royal Navy.

7. }  
8. } *Cancelled.*  
9. }

(N. 12111/22.)

### HIGHER EDUCATIONAL TEST.

1. Apart from the fact that the passing of the Higher Educational Test or certain of the subjects thereof will be part of the qualifications required of candidates for Warrant and Commissioned rank, the test will be a voluntary one, and may be taken by any man who is in possession of an Educational Certificate, Part I., or who has passed the local educational test which, during the war, has taken the place of the examination for the Educational Certificate, Part I. \_\_\_\_\_

2. The examination will consist of the following \_\_\_\_\_ papers, for each of which the maximum marks will be 100 \_\_\_\_\_

PAPER I.—General knowledge of current events, not including controversial politics. The best preparation for this paper will be the intelligent reading of the daily and weekly press.

PAPER II.—English History, with special reference to the Royal Navy.

PAPER III.—Geography, General and Physical, with special reference to the British Empire.

The following text books will cover all the questions which will be set in Papers II. and III. :—

#### History :

"Groundwork of British History," by Warner & Marten. Section III. Blackie & Sons. 2s. 6d.

"The British Empire," by Sir Charles Lucas. Macmillan & Co. 2s. 6d.

"The Royal Navy," by John Leyland. Camb. Univ. Press. 2s. 6d.

*Geography :*

"Geography of the British Empire," by Bunting & Coller. Camb. Univ. Press. 4s.

"Applied Geography," by Scott-Keltie. Philip & Son, Fleet Street. 2s. 6d.

"Physical Geography" or "Physiography," by Huxley & Gregory. Macmillan. 4s. 6d.

PAPER IV. Navigation I. \_\_\_\_\_

PAPER IVa. Military Topography : to be taken in lieu of Navigation by Royal Marines only.

Book of reference, Manual of Map Reading (Army).

(N. 12111/22.)

PAPER V.—Navigation II.

PAPER VI.—Navigation III.

PAPER VII.—Practical Mathematics.

PAPER VIII.—Mechanics.

PAPER IX.—Magnetism and Electricity.

3. Higher Educational Certificates, first and second class, will be awarded on the results of this examination.

A candidate will be entitled to a first or second class certificate when he has obtained 75 per cent. or 55 per cent. respectively in each of any four of the nine papers.

A candidate at any examination may take one or more of the papers as he prefers: any paper or papers taken at any examination may be taken at any subsequent examination with a view to a candidate improving his marks, or the class of his certificate.

Candidates will be duly informed as to how many marks they have obtained in each paper, so that they may know exactly how they stand as regards obtaining a certificate, and, if necessary, be guided as to which paper or papers they should take to obtain a certificate. Marks (provided they are not less than 55 per cent.) in additional subjects will be noted on the certificate.

4. The examination will be held twice a year, commencing on the third Tuesday in March and October respectively. Papers I. and II. are to be taken on the forenoon and afternoon respectively of that day.

Papers III. and IV. (or IVa in the case of Royal Marines) on the forenoon and afternoon of the day following (Wednesday), and Papers V. and VI on the forenoon and afternoon of the next day (Thursday). Papers VII. and VIII. are to be taken on the forenoon and afternoon of the following Tuesday and Paper IX. on the forenoon of the following day.

The examination in each paper is on no account to be held before the date or time stated above. Under exceptional circumstances, however, an examination held on a later date will be accepted if the Commanding Officer states on the certificate (*see (b) in paragraph 6*) that the delay in holding the examination was unavoidable and that there was no possibility of the candidates having become acquainted with the contents of the question papers before the examinations.

(N. 2616/23.)

5. Papers will be sent out from the Admiralty. Commanders-in-Chief, Senior Naval Officers or Commanding Officers are to send a notification to the Admiralty, as to how many sets of question papers will be required, such notification to arrive at the Admiralty in time for the papers to be despatched so as to reach their destination before the date fixed for the next examination.

The number of packets into which the papers should be made up (having regard to the fact that there may be a number of examination centres for each squadron), and also the number of sets to be put into each packet, should be stated.

6. The worked papers are to be sent to the Secretary of the Admiralty, marked on the cover "Worked Examination Papers." They are to be accompanied (a) by a Schedule stating the name of each candidate, his ship and/or examination centre, rating, official number, where he is serving, (b) by a Certificate signed by the Commanding Officer, certifying the date and hour at which the examination in each paper was held, and that the examination was carried out in a proper manner. Forms for the Schedule and Certificate and a copy of "General Directions for the guidance of Officers responsible for conducting the Examination" will be sent out with examination papers.

7. The fact that a man possesses a Higher Educational Certificate is to be noted on his Service Certificate, and against his name in the "Remarks" column of the Ship's Ledger. A man's Higher Educational Certificate will be kept with his Service Certificate.

8. It is the intention that suitable courses should be instituted at the Depot Schools to which men, who are desirous of taking the test and are serving in ships where the educational facilities are poor, can be discharged as occasion offers; if, in the opinion of their Commanding Officers, their position is being prejudiced by lack of opportunity of working up for the test.

Men detailed for the course will be excused so far as is practicable all duties which will interfere with their regular attendance or their remaining in the class for eight weeks.

## ART XVII.—EDUCATIONAL TEST.

### Syllabus.

#### Navigation I.

To write a short definition or explanation accompanied by a sketch or diagram, when possible, of the following :—

Great Circles. Small Circles. The Equator. The Poles. A Meridian. Parallels of latitude. Difference of Latitude. Longitude. Difference of Longitude. Departure. Nautical Mile. Rhumb Line. Prime Meridian. Azimuth. Magnetic Meridian. True Course of a Ship. Magnetic Course. Compass Course. Variation. Deviation.

Terrestrial magnetism and the laws of induction. The Magnetism of Ships and its ability to change.

To apply variation and deviation in the correction of courses and bearings.

To be able to give a brief description of the shape of the earth. The revolution of the earth on its axis. The earth's orbit. The moon's orbit.

The Traverse Table. The use of the formula  $\text{dep} = d \text{ long } \cos \text{ mean lat.}$

The Mercator's Chart, brief description and advantages. How to read an Admiralty Chart. Chart abbreviations. To mark on a chart a position whose latitude and longitude are given. To measure the bearing and distance of one point from another on a chart. To plot a ship's track on a chart, given the times of alteration of course and speed.

Fixing positions by cross bearings. Shaping courses and allowing for tides and currents. To find the ship's position from two bearings of the same object and the run in the interval, making allowance for tide.

System of lights, buoyage and fog signals in use on the coast of the British Isles. Use of leading marks, clearing marks, and of lines of bearing to avoid dangers. Precautions when navigating in a fog.

At any of the standard ports to find, by means of tables, the time of High and Low Water, and, given the soundings shown on the Chart at some particular place, to find the depth at High and Low Water.

#### Military Topography.

1. The four cardinal and four intermediate points of compass.

Method of marking a compass card in degrees.

True and magnetic North. True and magnetic bearing of objects. Variation. Given the magnetic bearing of an object and the variation, find its true bearing and conversely. Precautions to be taken when finding the bearing of an object by means of a compass.

How to find the (true) North by means of :—

(a) The compass,

(b) The Pole Star, and

(c) The sun.

How the Pole Star can be distinguished from other stars.

Laying off on a map with a protractor the bearing of an object taken with a compass.

Obtaining from a chart the bearing of one object from another.

Fixing the observer's position on a chart by means of cross bearings of objects.

Selection of objects for this purpose.

2. Knowledge of plain scales and how to construct and use them.

3. Knowledge of conventional signs and technical terms used in Field Sketching, and ability to draw the former in pencil.

4. Knowledge of contours and shadings sufficient to enable the candidate to recognise the hill features on a map and to work out easy problems, such as determining the visibility of one point from another, drawing the slope of a hill. &c.

5. Knowledge of the use of squared maps and the identification of points by co-ordinates.

(N. 12111/22.)

#### Navigation II.

To write a short definition or explanation accompanied by a sketch or diagram, when possible, of the following :—

The Ecliptic. The Tropics. The Visible Horizon. Prime Vertical. Civil Time. Astronomical Time. Mean Time. Apparent Time. Observed Altitude. Apparent Altitude. True Altitude. Zenith Distance. Declination. Dip. Refraction. Semi-diameter.

To find a complete Day's Work, correcting the courses for deviation and variation.

To find the Latitude by Mer. Alt. of the Sun.

To find the true azimuth or amplitude by means of tables and thence obtain the compass error.

To find the time of sunrise and sunset by means of tables.

To find a position line by observation of the sun.

The use of a single position line.

To find on a chart or plan the course or courses to steer from one position to another; to find the ship's position, together with the set and drift on the chart from cross bearings.

The cause of spring and neap tides.

To find the time and height of High and Low Water at a port by means of tidal constants.

The use and adjustments of the Sextant, reading off and on the arc, and the methods of Finding Index Error.

The principles of construction of the barometer and thermometer and the use and care of a chronometer.

To correct a chart from Notices to Mariners.

### *Navigation III.*

To write a short definition or explanation accompanied by a sketch or diagram, where possible, of the following :—

Equinoctial. Equation of time; why it is used, and why it changes. Right Ascension. Parallax.

To find the time at which a given star will be on the meridian.

To determine what stars will be within a certain hour angle from the meridian at any given time.

To calculate the approximate Mer. Alt. of a Star, and to find the latitude from an observation on the meridian.

To find a position line by an observation of a star.

To find the true azimuth of a star from the tables, and thence obtain the deviation.

To fix a Ship's position on a chart by horizontal sextant angles. The use of horizontal and vertical danger angles and how to obtain them.

To find the latitude by Polaris.

To describe the various methods of "swinging ship" to find the compass error, coefficients B.C.D. and how to correct them.

The prevailing winds and currents of the globe. To describe briefly the cause of the trade winds and the Gulf Stream.

To calculate the time of high water or low water at any place. To find the depth of the water at any place at any time.

The elementary theory of tides, and definitions used in connection therewith.

### *Practical Mathematics.*

Practical applications of arithmetic and mensuration, *e.g.*, the keeping of simple accounts in connection with messing and stores, percentages, averages, paint required for given surface or canvas for a sail, capacity of a drum or tank, weight of water in a flooded compartment or coal-capacity of a bunker, ratio, proportion, variation.

The use of logarithms in simple cases.

Algebraical signs and symbols and their use; the rules of indices; the expression of an algebraical formula in words and of a rule as a formula to find the value of any one term of a formula when the numerical values of the remainder are given; examples of formulas connected with service matters.

Simple equations of one or two unknowns; application to the solution of problems.

The use of the ordinary drawing instruments; drawing to scale; the simpler geometrical properties of lines, angles, triangles, quadrilaterals and circles; similar triangles; the construction of an angle in degrees and in circular measures; construction of rectilinear figures from given parts; practical geometrical constructions; the relation connecting the areas of the squares on the three sides of a right-angled triangle; applications of the rule.

To fix the position of a point by co-ordinates; the uses of squared paper; plotting series of numbers such as the daily barometer readings, or a train journey from a time-table; graphical solution of equations, simple examples with one or two unknowns; plotting of related quantities; deductions as to the laws connecting them when the plot is a straight line. The idea of a "maximum," of a "minimum" and of a "rate."

Meaning of the terms trigonometrical ratios, sine, cosine, and tangent in relation to an angle less than a right angle; to find these ratios for a given angle by construction and the converse; given one ratio to calculate the values of the remaining two; extension to the case of an angle greater than one right angle but not greater than two; use of the minus sign; tables of natural sines, cosines, and tangents, and their use; solution of right-angled triangles; applications to practical problems; the traverse, tables and their use Directed or vector quantities; "addition" of vectors, *e.g.*, distance made good; the vector triangle; practical applications.

The projection of a point and a line on a plane; the relation between the length of the line and that of its projection; extension to the projection of an area; the usual conventions of mechanical drawing; plan; elevation; section; freehand sketches to scale on squared paper of simple objects; such as a nut and bolt in plan and elevation from actual measurements.

### *Mechanics.*

Ideas of force from common experience; balanced and unbalanced forces; force measured by comparison with the weight of a body, or with the extension or compression of a spring; force a directed quantity; force can be represented completely by a straight

ine; resultant of two or more forces; equilibrium; the triangle of forces—an experimental fact; resolved part of a force in any direction; three forces in equilibrium must meet in a point or be parallel; practical applications to find (1) by drawing, (2) by calculation, the forces acting when a body is supported, on a smooth inclined plane, hangs by two cords or is slung from a derrick; to find the tension in a loaded span; to explain the action of a sail in propelling a boat, &c.

The idea of leverage; "moment" of a force about a point; clockwise and anti-clockwise moments; in cases of equilibrium the sum of the clockwise moments is equal to the sum of the anti-clockwise; application to solution of practical problems. Parallel forces; line of action of resultant; couples; centre of gravity; position in case of triangle, rectangle, &c., change in position of the centre of gravity of a ship when a heavy weight such as a gun is put on board, taken out and shifted a known distance; pressure of a loaded beam on its supports; the steelyard.

To find graphically the forces acting in a simple frame such as a crane or roof truss.

The idea of mechanical work; how measured; the foot pound; work done in rotation; principle of work exemplified in a simple machine such as the wheel and axle; velocity ratio; mechanical advantage; work done can be represented by an area; the indicator diagram; work lost in actual machine; efficiency; the more common tackles; capstan; crab; screw jack.

Friction; laws of static friction; body resting on rough inclined plane; critical angle of slope; co-efficient of friction.

Elementary ideas on the properties of materials used in construction; what occurs in material when a push or pull is exerted upon it or when it is bent or twisted; tension, compression, shear; elasticity; stress, strain, and experimental law connecting them; modulus of elasticity; the elastic limit; ultimate strength; breaking load; factor of safety; simple calculations in regard to strength of ties, struts, thin shells and riveted joints.

Speed; uniform velocity; velocity represented by a straight line; triangle of velocities; velocity of point on rim of rolling wheel; a weight moved on rollers travels twice as fast as the rollers; relative velocities; the principle of the director and its applications.

Velocity that is steadily increasing or decreasing in amount; example of falling body; rate of change of velocity; value of "g"; average velocity; height attained by body projected vertically upwards; range on horizontal plane of body projected at an angle to the vertical, time of flight and height attained; danger area; rate of change of velocity of a point whose direction of motion is steadily changing, but whose speed remains constant; point on a revolving fly wheel; angular velocity.

Unbalanced force the cause of change of motion; pull of the earth the cause of increasing velocity in the case of a body falling freely; the pull of the earth proportional to the "quantity of matter" in a body; mass; weight; weight of one pound taken as the unit of force; inertia; momentum; relation between force, time and momentum; relation between force, mass, and rate of change of velocity; action between two bodies always mutual; force always of the nature of a stress; "action" and "reaction" equal and opposite; conservation of momentum; example in recoil of a gun, &c. "centrifugal force."

Mechanical work requires a source of energy; energy never destroyed or produced out of nothing; transformation of energy; sources of energy; potential energy; kinetic energy; work done in changing the velocity of a body by a given amount; force required to bring a moving body to rest (1) in a given time, (2) in a given distance; time, average and space; average of a variable force; why an iron chisel and hammer are used for certain work and a wooden-handled chisel and mallet for another kind; work done in a gun; muzzle energy; impact of shot; why the surface of armour is hardened.

Rate of doing work; horse power; brake horse power of an engine or motor; how measured.

Special properties of liquids; fluid pressure; the hydraulic press; pressure at a given depth in sea water; resultant pressure on plane surface under water; density; specific gravity; displacement of a ship; "tons per inch immersion"; upward thrust of water on a floating body equal to weight of water displaced; line of action of the thrust through centre of gravity of displaced liquid; forces acting when a ship is inclined; meta centre; meta centric height and its relation to "steadiness" and "stiffness"; inclining experiment giving meta centric height; angle of heel when a boom boat is hoisted out or when a compartment is flooded; longitudinal meta centric height; change of trim; shift of weights to cause required change of trim.

## *Magnetism and Electricity.*

Magnetic substances; elementary properties of magnets; their action on one another; polarity; magnetic induction; magnetic properties of iron and steel; residual magnetism; the earth a magnet; the magnetic field; lines of force; the magnetic compass; variation; deviation; magnetic screening.

Electrification by friction; conductors and non-conductors; electrostatic induction; potential; capacity; condensers, specific inductive capacity; induction electrical machines.

Current electricity; simple voltaic cells; forms in common use in the Service; local action; polarisation; effects of the current, chemical, heating, magnetic; chemical measurement of current strength.

The electric circuit; current, electro-motive force, resistance; resistance of a conductor depending on material, area of cross section and length; units in practical use; fall or potential in a current-bearing wire; the relation  $E = R.C.$ ; simple and divided circuits; arrangements of cell in series and in parallel; shunts; methods of comparing resistances; the simpler electrical measuring instruments and the methods of using them; forms used in the Service.

Magnetic field due to the current; action of conductors carrying currents on one another and on magnets; electro magnets; the galvanometer.

Electro-magnetic induction; induced electro motive force and current; the induction coil; self induction.

Bells, telephones and other electrical instruments in common use in the Service.

The elementary principles of the design, construction and action of the continuous current dynamo and motor.

#### HIGHER EDUCATIONAL TEST.

##### PAPER I.—GENERAL KNOWLEDGE.

(Specimen Papers.)

Time allowed, 2½ hours. Maximum marks, 100.

[You may send in answers to any SIX questions, but not more. The marks assigned to each question are given in the margin.]

Marks.

1. It is said that in a certain examination held in China the candidates are given writing materials and locked in separate rooms for twelve hours. The "Question paper" is simply as follows:—

*Write all you know.*

Suppose this system to be adopted by the British Admiralty; and explain (in about 250 words) how you would proceed to *organise your knowledge*? . . . . . 20

2. How do you read the daily Weather Chart in the *Times*? Explain the lines, numbers, and arrows. What data are required for foretelling "to-morrow's" weather with some approach to accuracy? . . . . . 15

3. Explain the meaning and importance of "Rat Week"—or the Rats and Mice Destruction Bill . . . . . 15

4. *Either*: Explain the Indian North-West Frontier problem with which we have been confronted for the past seventy years. What is the present situation?  
*Or*: Explain the Bolshevik *Military* situation in Europe and Asia . . . . . 15

5. What is the best advertisement you have seen lately? What constitutes a good advertisement? Is the system really sound? . . . . . 15

6. Sketch briefly the career of one of the following:—Mr. Lloyd George; Lord French; the late General Botha . . . . . 15

7. What is meant by the Royal Society? At the last meeting the inaugural lecture was given by Sir Charles Parsons. For what is he chiefly famous? And what was this lecture about? . . . . . 15

8. What is a "Pirate"? How far can the term "piracy" be applied to the late German submarine campaign? Explain the terms "Contraband of War" and "Paper Blockade"; and give examples . . . . . 15

9. Write sufficient explanation of six of the following, to show that you have noted the newspaper discussions:—

- (1) The control and resources of Spitzbergen;
- (2) Mr. H. G. Wells's "History of the World";
- (3) The monster said to have been found in the Belgian Congo;
- (4) Einstein's Theory of Relativity;
- (5) The Brasher Air Screen for calming rough seas;
- (6) Sir. I. C. Bose's experiments on the perceptions of plants;
- (7) The menace to Dartmoor;
- (8) The nationalisation of mines;
- (9) Soviet government;
- (10) The flight to Australia . . . . . 20

##### PAPER II.—ENGLISH HISTORY.

Time allowed, 2½ hours. Maximum marks, 100.

[You may send in answers to any SIX questions, but not more. Marks assigned to each question are given in the margin.]

Marks.

1. What countries had the start of England in the race for Empire? Estimate the share of Drake and Cromwell respectively in pointing the way to her true destiny . . . . . 15

## PART XVII.—EDUCATIONAL TEST.

	Marks.
2. Sketch the history of the Dutch— (a) as subjects of Spain; (b) as enemies of England . . . . .	15
3. Compare the action off Toulon, fought by Matthews, with the action off Minorca, fought by Byng. Show how Anson and Hawke set a better example and introduced new ideas into the Service . . . . .	15
4. Describe <i>either</i> Drake's or Anson's voyage round the world . . . . .	15
5. Which do you consider Nelson's greatest victory? Give some account of the action, and state the reasons for your choice . . . . .	20
6. The eighteenth century has been called "The Century of War." Who was our chief opponent, and what were we fighting about? . . . . .	15
7. Trace the history of British power <i>either</i> in Egypt or in India . . . . .	15
8. How did we come to lose our American Colonies? . . . . .	15
9. What is the difference between a "Dominion," a "Dependency," a "Crown colony," a "Protectorate," and a "sphere of influence"? Give examples of each, and as far as possible show how each is governed or dealt with . . . . .	20

### PAPER III.—GEOGRAPHY.

Time allowed, 2½ hours. Maximum marks, 100.

[You may answer any number of the questions, provided that the marks for which you choose do not exceed 100.]

	Marks.
1. Give some account of the surface-features of Ireland. Where is agriculture, and where is industry the main occupation of the people, and what form does each take? Mark on a rough sketch-map the position of the six chief ports of Ireland and any three counties . . . . .	20
2. What can you say of the ways in which mountains have been formed? From the point of view of the inhabitants of a country, what advantages and disadvantages do they possess; Describe these in some detail, with examples . . . . .	20
3. Describe the character and resources of the three sections of Canada—East, Centre and West. If Canada becomes in the future a manufacturer, whereabouts, and for what reasons, do you expect the manufacturing centres will be? . . . . .	20
4. What is the population of Australia? Why is it so small for its area? Name the States of the Australian Commonwealth and the capital of each. Where are the chief mining regions and with what minerals is each connected? . . . . .	20
5. Describe the river systems of British South Africa, showing how they are useful or not to the community. Give a short account, also of the agricultural possibilities of the country . . . . .	20
6. Which of the West Indian Islands are British? What do they produce? Which British ports are concerned with the W. Indian trade? How long does the journey take from a British port to the nearest British island? Are any of the islands of strategic value? . . . . .	20
7. Describe (without giving latitude and longitude) the position of Aden, Khartoum, Johannesburg, Singapore, and Mombasa . . . . .	10
8. Write a few lines to explain the meaning of—a plateau, a canyon, an elevator, a monsoon and an iceberg . . . . .	10
9. What geographical features have influenced man in his choice of sites for towns? Give examples of each kind . . . . .	10
10. What conditions of temperature and rainfall do you associate with a "Continental" climate? Give examples from the British Empire. What is the average rainfall of the British Isles per year, and what is the heaviest average annual rainfall known? . . . . .	10

### PAPER IV.—NAVIGATION (I).

Time allowed 2½ hours. Maximum marks, 100.

[You may send in answers to ALL the questions in Section I, and to any THREE, but not more, in Section II. Marks assigned to each question are given in the margin. All rough work MUST be shown.]

#### SECTION I.

	Marks.
1. At Noon on April 1st, 1920, a ship is in 44° S., 177° E., steaming 040° at 12 knots. At midnight she receives orders to make for a rendezvous in 40° 30' S., 177° W. Find by means of the Traverse Table what alteration of course she should make and when she ought to arrive at the rendezvous if she increases speed at midnight to 15 knots . . . . .	16



2. Chart S. 389 C.

Marks.

At Noon a ship was in D.R.  $43^{\circ}$  S.,  $173^{\circ} 50'$  E., steaming N.  $8^{\circ}$  E. by compass (Deviation,  $1^{\circ}$  W.) at 12 knots.

At 1900, from bearings taken of Cape Campbell Lt., her position was found to be  $41^{\circ} 45'$  S.,  $174^{\circ} 25'$  E. She then alters course to N.  $5^{\circ}$  W. by compass (Deviation, nil).

At midnight course was altered to N.  $87^{\circ}$  W. by compass (Deviation,  $1^{\circ}$  E.)

At 0150 Stephens I. Lt. was 4 points on the bow.

At 0220 Stephens I. Lt. was abeam.

Course was then altered for Collingwood Harbour.

Find

(1) D.R. positions at 1900 and at midnight.

(2) Observed position at 0220.

(3) Compass course steered after 0220, allowing Deviation of  $1\frac{1}{2}^{\circ}$  E. and probable time of arrival at Collingwood Harbour . . . . . 21

3. Chart S. 389 C.

At 1800, a ship, off Port Nicholson, fixes her position by following bearings :

Sinclair Hd. bears N.  $18^{\circ}$  W. by compass } Deviation,  
Baring Hd. bears N.  $34^{\circ}$  E. by compass } nil.

Estimating the current to be S.  $45^{\circ}$  E. mag., 2 knots. Ship then steams S.  $82^{\circ}$  E. by compass (Deviation,  $1^{\circ}$  W.) at 10 knots until Cape Palliser Lt. bears N.  $15^{\circ}$  W. by compass.

She then alters course to N.  $25^{\circ}$  E. by compass (Deviation, nil).

If the same current is experienced after this alteration of course, find when Flat Pt. should bear North by compass . . . . . 21


SECTION II

4. Define as clearly as you can what are meant by :—

Parallel of Latitude. True Course. Nautical Mile. Knot. Azimuth . . . 12

5. Explain as fully and clearly as you can the difference between departure and d. long; and the difference between d. lat. and mer. d. lat. . . . . 14

6. Explain the significance of the following signs when found on a chart :—

+ ;      ⚡ ;      (1/2)      Durly Rk.            2—kn. Sp. 1—Nps

      Shambles Lt.  
Gp. Fl. (2) ev. 30 sec.  
Fog. Siren ev. min. . . . . 14

7. Find the time of H.W. in the afternoon of March 1st, 1920, at Avonmouth. What depth of water should be expected at that time over a rock marked on chart "Dr. 3 ft."? . . . . . 12

8. What are meant by Variation and Deviation when used with reference to a magnetic needle?

If a piece of soft iron is brought near to a compass, it is found to influence the direction in which the compass needle points. Explain this, and give two examples. Illustrate your answer by diagrams . . . . . 14

PAPER IVa.—MILITARY TOPOGRAPHY (for Royal Marines only).

Time allowed, 2 hours. Maximum marks, 100.

[NOTE 1.—The Map (*Specimen*) is a portion of the Ordnance Survey, and has been ruled into 1 kilometre squares.


2.—Answers should be given on the Map when the question requires it.

3.—Contours 50 ft. V.I. Scale, 6 in. to 1 mile unless otherwise stated.

4.—Read questions carefully and only answer what is required. Place name and rank on Map and on all sheets of paper used.]

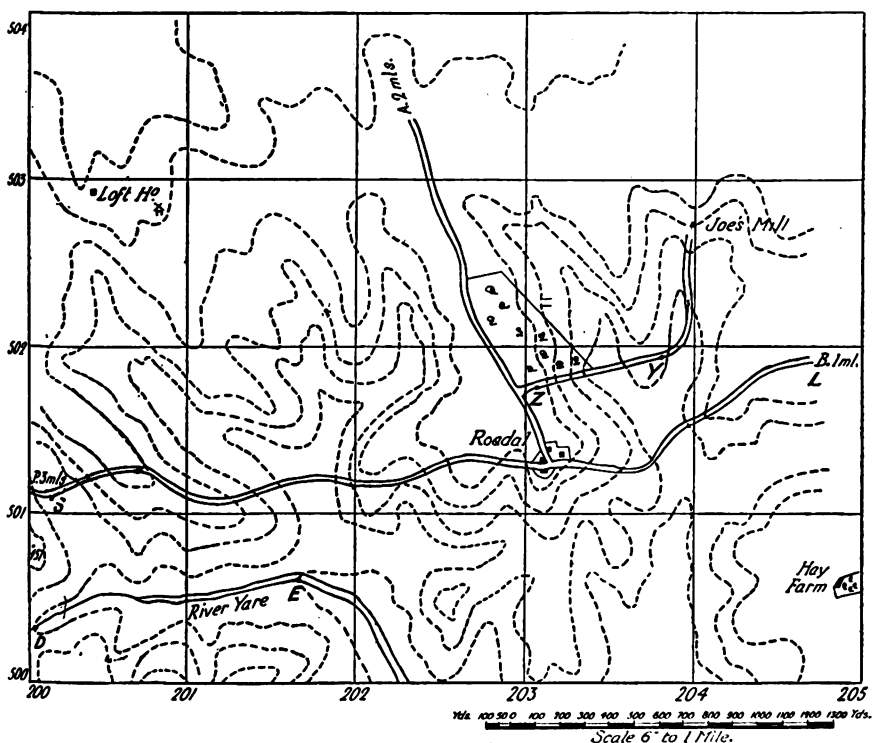
1. The distance between Z and Y is 1 mile. Draw a suitable scale of miles for the map to read furlongs.

## PART XVII.—EDUCATIONAL TEST.

2. Using the scale thus drawn in Question 1 and assuming that Visual Signalling is impossible over 2 miles, place a chain of Signal Stations (indicated  on Map) that visual communication can be established from *Loft House*, N.W. corner of Map, to *Hay Farm*, S.E. corner.
3. In the northern hemisphere the magnetic bearing of the sun at noon is 198 degrees. What is the variation of your compass? Show same by correct conventional sign on I.E. corner of map.
4. An ammunition column is to proceed along the road running west and east across the Map from S to L. This column cannot negotiate a steeper *up gradient* than 1 in 3 without extra horses. Extra horses not being available—
  - (1) Could this column move?
  - (2) Indicate X on Map where you think there would be a check without extra horses.
5. What is the fall of the river between D and E, and indicate by an arrow which way the river is flowing.
6. Draw a section of the country on the line D—Z.
7. The lowest contour on the Map is 50 ft. Mark the heights of all the other contours.
8. You are in an observation post and note fire being directed on to you from—
  - (a) Joes Mill.
  - (b) Loft House.
- (i) Indicate the position of these places by their co-ordinates.
- (ii) Indicate on Map  $\theta$  the position of a target whose co-ordinates are given you as 202500 and 500400.

(N. 12111/22.)

### MILITARY TOPOGRAPHY MAP. (Specimen.)



M.F.O. 4/23.

## PAPER V.—NAVIGATION (II).

Time allowed, 2½ hours. Maximum marks, 100

*You may send in answers to ALL the questions in Section I., and to any two, but not more, in Section II. Marks assigned to each question are given in the margin. All rough work MUST be shown.]*

## SECTION I.

Marks.

## 1. Chart S. 389 H.

A ship is steaming, at 10 knots, S. 87° E. by compass (Deviation, 2° E.) past Farewell Spit.

At midnight Farewell Spit Light was 4 points on the starboard bow.

At 0030 Farewell Spit Light was abeam.

Course was then altered to pass 5 miles N. (mag.) of Stephen I. Light.

When Stephen I. Light bears S. (mag.), course is altered to S. 54° E. by compass (Deviation, 1° E.).

At 0700 Brothers Light bears S. 16° E. by compass.

At 0735 Brothers Light bears S. 24° W. by compass.

Course was then altered to S. 15° E. by compass (Deviation, nil).

Find—

(1) compass course steered after 0030, allowing for a deviation of 2° E.

(2) observed positions at 0030 and 0735.

(3) when Cape Campbell Light will be abeam . . . . . 17

## 2. Chart S. 389 H.

At 1800 a ship is in 42° 47' S., 173° 37' E., steaming at 12 knots N. 21° E. by compass (Deviation, 1° W.).

At 1930 she fixes her position by following bearings:—

Amuri Bluff bears S. 70° W. by compass.

Kaikoura Point bears N. 35° W. by compass.

Find the set and drift of current experienced.

If the same current is experienced along the coast, find what compass course (Deviation, 1° W) should be steered in order to pass 5 miles away from Cape Campbell Light . . . . . 17

## 3. Chart S. 389 H.

At noon on February 14th, 1920, a ship, making for Cook Strait from the North, was in D.R. long. 175° E., steaming S. 20° W. by compass at 12 knots (Deviation, nil.). The meridian altitude of the sun was observed to be 62° 37' 10". Index error, 1' 30" +. Height of eye, 50 ft. Ten minutes afterwards, N.E. extremity of Kapiti I. bore South by compass.

Find the ship's position at 1210 . . . . . 17

## 4. Chart S. 389 H.

At 1630 (Rough Ship time) on February 16th, 1920, a ship was in D.R. 43° 10' S., 173° 40' E., making for Akaroa Harbour, when the following sight was taken:—

Obs. Alt. Sun's L.L., 28° 12' 20". Deck Watch time, 4 h. 10 m. 30 s.

Error of D. W., 42 m. 5 s. slow on G.M.T. Height of eye, 50 ft.

Index error, 29' 50" off the arc. }

Index error, 34' 20" on the arc. }

Plot the position line on the chart and explain how this sight may enable the ship to make a good landfall at night . . . . . 20

## SECTION II.

## 5. Define as clearly as you can the following terms:—

Summer Solstice, Vernal Equinox, Ecliptic, Apparent Time, Mean Time, Dip 12

6. From a ship in 44° S., 172° E., about 1900 on January 2nd, 1920, the Sun's centre bore by compass S. 50° W., when Deck Watch showed 5 h. 29 m. 10 s.

Error of D.W., 2 h. 3 m. 20 s. slow on G.M.T.

Variation, 15° E. Find the deviation . . . . . 14

7. Find the time of High Water at Torquay on the afternoon of January 16th, 1920, and the depth over a 2-fathom patch at that time . . . . . 13

8. Describe the construction of the barometer in use on board H.M. Ships, and explain how accurate readings are obtained . . . . . 15

# PART XVII.—EDUCATIONAL TEST.

## PAPER VI.—NAVIGATION (III).

Time allowed, 2½ hours. Maximum marks, 100.

You may send in answers to ALL the questions in Section I., and to any THREE, but not more, in Section II. Marks assigned to each question are given in the margin. All rough work MUST be shown.]

### SECTION I.

Marks.

1. About 1900 on February 24th, 1920, a ship was in D.R. position  $34^{\circ} 42' S.$ ,  $15^{\circ} 15' E.$ , when the following sight was taken :—

Obs. Alt. of Procyon,  $39^{\circ} 45' 30''$ . Deck Watch time, 0 h. 38 m. 20 s.  
Error of D.W., 1 h. 5 m. 8 s. fast on G.M.T. Height of eye, 34 ft. Index error,  $1' 50'' +$ .

Plot on your paper the position line obtained from this sight . . . . . 19

2. About 1800 on March 10th, 1920, a ship was in D.R. position  $46^{\circ} N.$ ,  $7^{\circ} W.$ , when the meridian altitude of Bellatrix was observed to be  $50^{\circ} 4' 30''$ . Height of eye, 34 ft. Index error,  $2'$ .

At the same time from the observation of another star, whose true bearing was  $120^{\circ}$ , an intercept of 4 miles away was obtained. Find the true position of the ship at the time when sights were taken . . . . . 17

3. About 0530 on March 9th, 1920, in longitude  $46^{\circ} 33' W.$ , the observed altitude of the pole Star was  $25^{\circ} 2'$  when Deck Watch showed 10 h. 52 m. 30 s.

Error of D. W., 2 h. 17 m. 12 s. fast on G.M.T.

Index error,  $1' 50'' +$ . Height of eye, 34 ft.

Find the latitude . . . . . 18

### SECTION II.

4. On the 10th March, 1920, a Deck Watch showed 1 h. 31 m. 41 s. when the Time Ball was dropped at Portsmouth at 1300 G.M.T. The following comparisons were then made with A and B chronometers :—

	h.	m.	s.		h.	m.	s.
A. . . . .	10	51	20	B. . . . .	9	44	20
D.W. . . . .	1	34	49	D.W. . . . .	1	36	19

On the 17th March, 1920, at Plymouth, the Deck Watch was found to be 32 m. 5 s. fast on G.M.T. at noon G.M.T. The following comparisons were then taken :—

	h.	m.	s.		h.	m.	s.
A. . . . .	9	56	20	B. . . . .	8	49	0
D.W. . . . .	12	40	24	D.W. . . . .	12	41	10

Find the daily rates of A and B chronometers . . . . . 14

5. Define as clearly as you can, giving a diagram in each case :—

The Right Ascension of a star; the hour angle of a star; Sidereal Time.

The Right Ascension of the mean sun increases each day by 3 m. 55.5 s. Explain fully why this is so . . . . . 13

6. In a place in  $49^{\circ} N.$ ,  $17^{\circ} W.$ , about 1900 (rough Ship Time) on February 12th, 1920, a bright star was seen to be approximately on the meridian, with an altitude of about  $56^{\circ}$ .

What star was it? Find the time a deck watch, which was 2 m. 4 s. fast on G.M.T., showed when the star was actually on the meridian . . . . . 15

7. Find the depth of water over a 2-fathom patch at 8 A.M. on January 17th at Peterhead . . . . . 16

8. The following deviations of the compass for different directions of the ship's head were observed :—

Ship's Head.			Ship's Head.		
N.	$3^{\circ} 10' W.$		S.	$2^{\circ} 10' E.$	
N.E.	$4^{\circ} 20' E.$		S.W.	$3^{\circ} 30' W.$	
E.	$5^{\circ} 30' E.$		W.	$4^{\circ} 30' W.$	
S.E.	$3^{\circ} 40' E.$		N.W.	$5^{\circ} 30' W.$	

Find the coefficients B.C.D. and E., and explain how you would correct coefficient C. . . . . 15

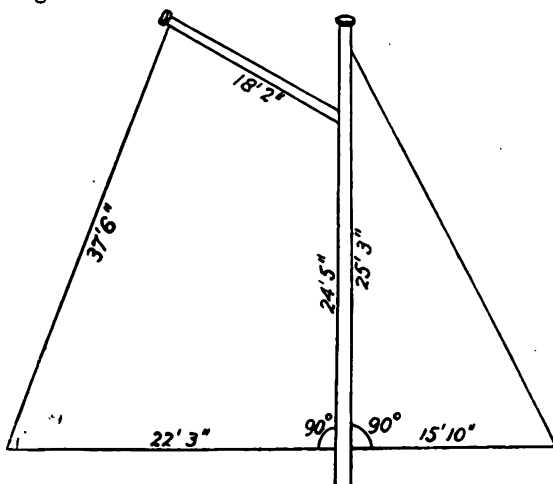
# APP. X.—INSTRUCTION, &c.—

## PAPER VII.—PRACTICAL MATHEMATICS.

Time allowed,  $2\frac{1}{2}$  hours. Maximum marks, 100.

[You may send in answers to any SIX questions, but not more. Marks assigned to each question are given in the margin.]

- |  |        |
|--|--------|
|  | Marks. |
| 1. A sample of coal weighing 7 grammes was found on analysis to be composed of .026 grm. water, 1.727 grms. volatile matter, 5.243 grms. carbon, the rest being ash. Find the percentage composition of the coal | 14     |
| 2. The diagram represents the sails of a 42-ft. launch. Determine the amount of canvas required to rig the launch  | 16     |



3.—(a) Explain what is meant by *logarithm, mantissa, characteristic*. Write down the logs of

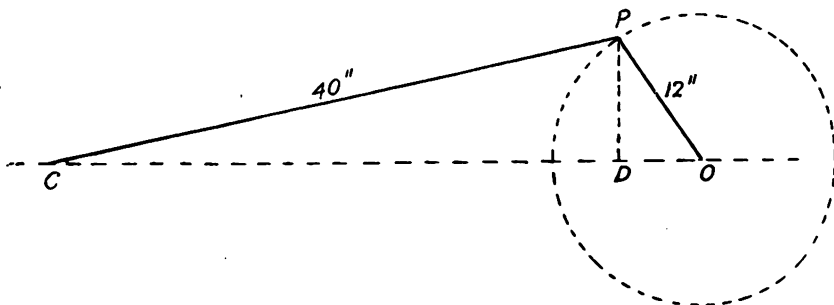
54730, 5.473, .005473.

(b) The value of "g," the acceleration due to gravity, in latitude  $L^\circ$  is (in cms/sec.<sup>2</sup>) approximately

$980.62 - 2.6 \cos 2L$ .

Calculate this for latitude  $52^\circ$  and determine its value in ft/sec.<sup>2</sup> units, having given that 1 inch = 2.54 cms.

4. In the figure,  $CP$  represents the connecting-rod and  $OP$  the crank of a steam engine.  $P$  revolves round  $O$  at a uniform rate, and  $C$  moves backwards and forwards along  $OC$ .



$CP$  is 40" and  $OP$  12" long.

Draw the figure to a scale of 2" to 1' for each of the following values of the angle  $COP$  :—

$0^\circ, 45^\circ, 60^\circ, 90^\circ, 120^\circ, 135^\circ, 180^\circ$ .

Hence, draw a graph giving the various values of  $OC$  for this range of values of the angle  $COP$ .

From your graph estimate the angles for which the piston at  $C$  is moving (a) fastest, (b) slowest

5. In the figure of Question 4,  $PD$  is perpendicular to  $OC$ .

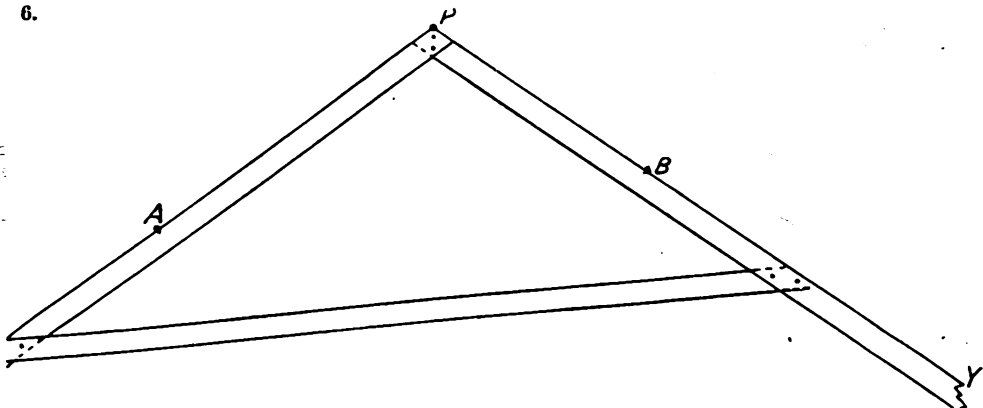
From the triangles  $OPD$  and  $PCD$  find, by traverse table—

- the lengths  $OD, PD$ ,
- the lengths  $CD, OC$ ,
- the angle  $PCO$ ,

for the position of the crank in which angle  $COP$  is  $50^\circ$ .

# ART XVII.—EDUCATIONAL TEST.

6.



Marks.

The figure represents a trammel carrying a tracing point  $P$  and sliding with its edges  $PX$  and  $PY$  always in contact with two fixed pins  $A$  and  $B$ . What is the curve traced out by  $P$ ? Show how it could be drawn for any particular value of the angle  $\angle XPY$ .

Draw this curve for the *special case* in which  $AB$  is 3" long and angle  $XPY$  is  $90^\circ$  16

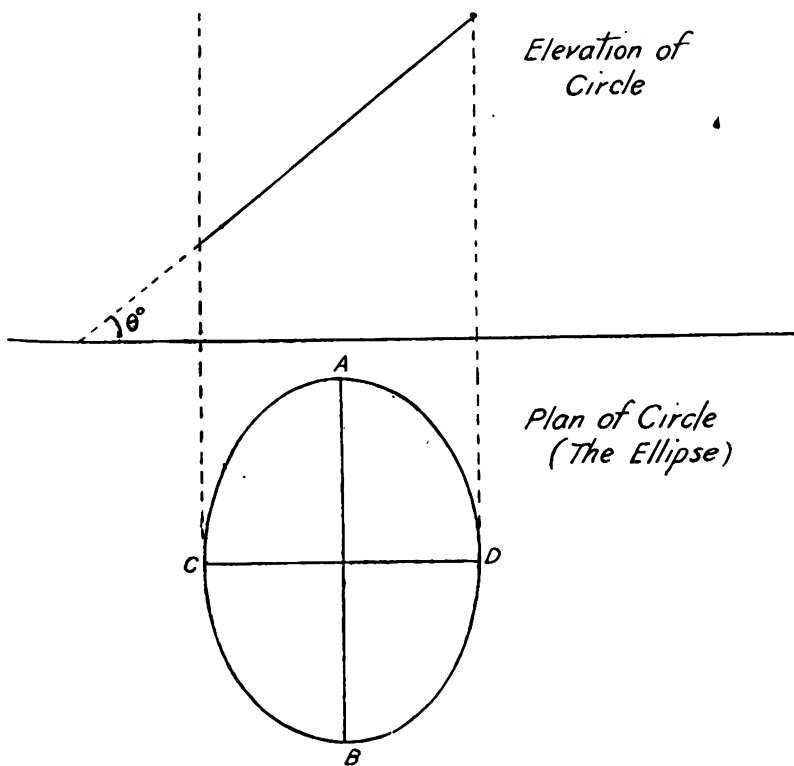
7. The velocity of sound in air is  $a\sqrt{t}$  ft. per sec., where  $t$  is the absolute temperature Centigrade (*i.e.*, ordinary temperature plus  $273^\circ$ ) and  $a$  is a constant. The velocity at  $16^\circ$  C. is 1,128 f.s. What is the value of  $a$ ?

How long after the flash would you hear the report of a gun fired 15,000 yds. away, the temperature of the air being  $10^\circ$  C.? 14

8. What do you mean by the projection of one line on another? How are the lengths of a line and its projection related?

Extend your result to determine the area of the plan of a figure whose plane is inclined at an angle  $\theta$  to the horizontal plane.

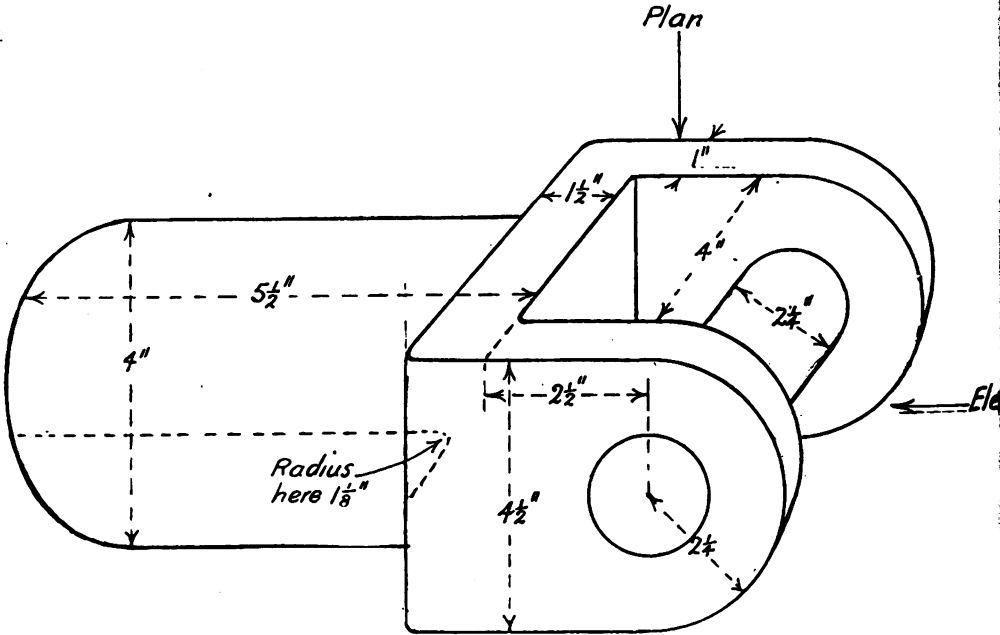
A circle of radius  $a$  is projected into an ellipse, the angle between the two planes being  $\theta$ . The relation between them is shown in plan and elevation in the following figure:—



**Marks.**

***AB* and *CD* are the major and minor axes of the ellipse. Find their lengths. Find also the area of the ellipse, and show that this may be written  $\frac{1}{2}\pi AB CD$**

9. Draw to half-scale the plan and elevation of the coupling shown in the following sketch :—



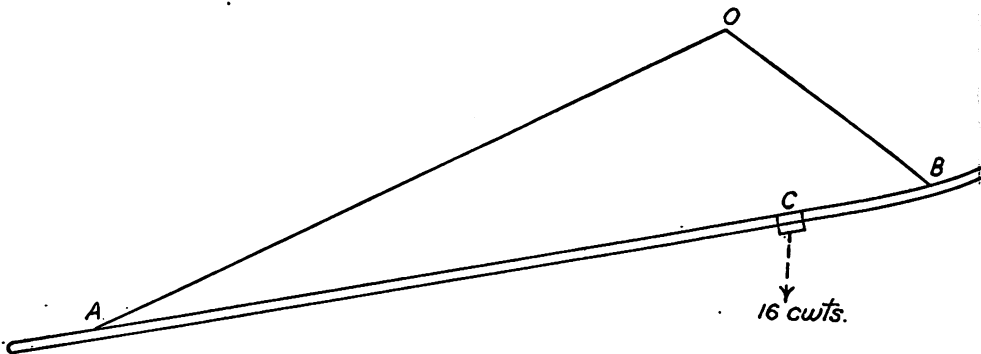
18

## PAPER VIII.—MECHANICS.

**Time allowed, 2½ hours. Maximum marks, 100.**

[You may send in answers to any SIX questions, but not more. Marks assigned to each questions are given in the margin.]

1. The figure represents the beam of a Temperley transporter, suspended from  $O$  by the two slings  $OA$  and  $OB$ .

 $AB = 45 \text{ ft.}$ 
$$OB = 15 \text{ ft.}$$
 $OA = 35 \text{ ft.}$ 

The carriage  $C$  is locked in a position 10 ft. from  $B$  and supports a load of 14 cwts., its own weight being 2 cwts.

The weight of the beam may be taken to be half a ton, and to act at the midpoint of  $AB$ .

Find the tension in the slings  $OA$  and  $OB$  and the inclination of  $AB$  to the vertical -

17

# ART XVII.—EDUCATIONAL TEST.

Marks.

2. A 30-ft. cutter, weight 1 ton 18 cwts., is raised from the water at the rate of 1 ft. a minute by means of a Luff Purchase (velocity ratio 4), the free end of the rope being given several turns round a motor bollard. The winding drum of the bollard is 50 ins. in diameter, and the motor makes 90 revolutions for every revolution of the drum.  
The efficiency of the bollard may be taken to be 78 per cent. and that of the tackle 47 per cent.  
Find (a) the revs. per min. made by the motor,  
(b) the H.P. being exerted by the motor . . . . . 16
3. In pulling a nail out of a board by means of an ordinary claw hammer, part of the force exerted tends to bend the nail. Suppose the head of the nail is  $\frac{1}{2}$  in. above the surface of the board and that the part of the hammer resting on the board is 4 ins. from that part in contact with the nail head. Find the force tending to bend the nail, and the force tending to draw it out, when a force of 20 lbs. is applied at the end of the hammer handle and at right angles to it. The handle is 12 ins. long . . . . . 16
4. Explain what are meant by stress and strain, in tension and in shear.  
Work the following example from first principles, without quoting any formulae :—  
The steam pressure inside a boiler of radius 4 ft. and thickness 1 in. is 180 lbs per square inch. What stress is there in the boiler shell and in the end plates?  
Find the thickness of plates required if the stress is not to exceed 4 tons per square inch . . . . . 16
5. A bomber wishes to throw a hand grenade so as to burst at a height of 10 ft., 100 ft. away.  
If he throws it at an angle of  $45^\circ$  to the horizontal, what velocity should he give it and what should be the time-fuse of the grenade? . . . . . 15
6. What do you understand by the term *Relative Motion*? How is the velocity of one moving body relative to another moving body determined?  
A squadron is steaming N.E. at 18 knots. A cruiser bearing S.  $2^\circ$  from the flagship is ordered to take station  $2\frac{1}{2}$  cables on the starboard beam. If the cruiser can steam 28 knots, what course should she steer and how long should it take her to get into her new station? . . . . . 15
7. Explain and illustrate the distinction between the energy and the momentum of a body.  
A 12-in. shell, weight 850 lbs., strikes an armour plate weighing 10 tons at a velocity of 2,400 f.s. and passes out at a velocity of 600 f.s. in the same direction. Find the velocity with which the plate begins to move.  
If the plate is brought to rest by compressing a 12-in. thickness of backing to half its thickness, find the force it exerts, assuming this to be uniform . . . . . 17
8. Define "Tons per inch Immersion." The "tons per inch immersion" of some ships alters considerably with large variations of the draught. Explain why this is so.  
A ship of displacement 20,000 tons enters a fresh water port and it is found that her draught has increased by  $4\frac{1}{2}$  ins. Find her waterplane area and her tons per inch immersion in sea water.  
After taking in stores, &c., she puts to sea again, and it is now observed that her draught has increased  $8\frac{1}{2}$  ins. altogether since she was last at sea. What is her displacement now? . . . . . 15
9. Explain what is meant by the *transverse metacentre* of a ship, and draw suitable diagrams showing the effect of the relative positions of the C.G. and the metacentre on the stability of the ship.  
In a 25,000-ton ship, metacentric height 3.2 ft., a weight of 250 tons is moved from a position 10 ft. below the C.G. to a position 10 ft. above the C.G. It is then moved transversely from the midship line through a distance of 15 ft.  
What is the metacentric height now, and if the ship were upright at the beginning what is her inclination now? . . . . . 18

## PAPER IX.—MAGNETISM AND ELECTRICITY.

Time allowed,  $2\frac{1}{2}$  hours. Maximum marks, 100.

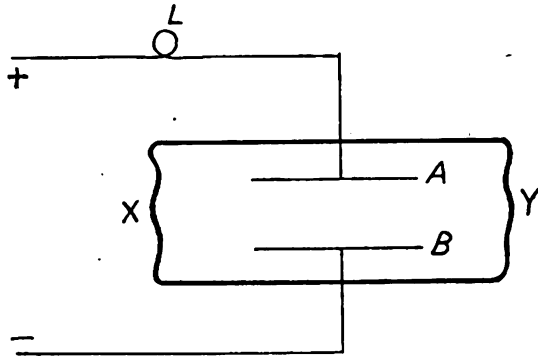
[You may send in answers to any SIX questions, but not more. Give sketches when possible. The marks assigned to each question are given in the margin.]

Marks.

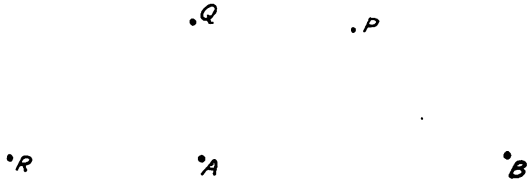
1. Two magnetic poles, of strengths  $P$  and  $Q$ , are placed at a distance  $S$  apart in air. What is the size of the force between the poles?  
How would the force of attraction be modified if a piece of iron was placed between the poles? . . . . . 10



2. Explain clearly what are meant by specific resistance and specific inductive capacity - - - - - 16
3. In a water pipe  $XY$  are placed two copper plates  $A$  and  $B$ , in series with these is a lamp  $L$ , and the apparatus is connected up as indicated to the ship's mains.



- When pure water passes along  $XY$ ,  $L$  does not glow; but if sea water leaks in,  $L$  glows. By what theory do you explain this? - - - - - 16
4. How would you compare two small resistances: *e.g.*, the resistances of two coils of a large dynamo? - - - - - 16
5. A current passes along a wire at right angles to the paper and cuts the paper at  $A$ . Draw the magnetic field. A. Two wires at right angles to the paper cut it at  $A$  and  $B$ . The same current passes



- up through one and down through the other. Show how the directions of the field at the 3 points  $P$ ,  $Q$  and  $R$  are obtained - - - - - 16
6. An insulated copper conductor carries a heavy current of electricity, which is constantly reversing in direction. On passing at right angles through a steel bulkhead considerable heat is generated in the metal of the bulkhead. Explain this; how might you remedy this, and at the same time keep the bulkhead watertight and strong? - - - - - 18
7. Explain how a galvanometer may be arranged to measure either current or D.P. What additions would have to be made to two galvanometers, which were required to make these measurements in a large dynamo circuit? - - - - - 16
8. Either 8a or 8b may be answered:—
- 8a. There are arrangements for altering the position of the brushes in dynamos; why is this necessary in the case of many of the older dynamos? - - - - - 18
- 8b. Between the main poles of most modern dynamos there are small poles called interpoles; what is the purpose of these and how do they act? 18
9. On what factors does the torque exerted by a given motor depend? The starting current is four times the normal current. Explain why, of two otherwise similar motors, a series motor will start more quickly than a shunt motor - - - 16

(N/C.W. 52872/18)

## PART XVIII.—SEAMAN BOYS, &c.

### PART XVIII.—SEAMAN BOYS IN HARBOUR TRAINING ESTABLISHMENTS AND BOYS SERVING AFLOAT—TRAINING AND ADVANCEMENT.

(See Articles 375 and 375a and Appendix XV., Part I.)

#### SECTION I.—SEAMAN BOYS IN HARBOUR TRAINING ESTABLISHMENTS.— TRAINING.

The principles governing the education and training of seaman boys in harbour training establishments are as follows :—

##### (i) EDUCATION.

The principle of half-time school and half-time technical instruction will be applied far as possible in these establishments.

##### (ii) TECHNICAL TRAINING.

(a) The governing principle in the technical training of all Seaman ratings is that training shall be progressive. Thus, technical courses for each category must be suited to the minimum necessary to fit men for the actual duties of their rating. In the training establishments, therefore, boys will be trained to take their places in the Fleet Boy Seamen, and the aim will be to send them to sea, with a pride in their profession and a thorough grounding in Discipline, Seamanship, and Gunnery, upon which their further training for O.S. and A.B. can proceed progressively.

(b) Boys cannot be expected to remember a large number of facts without frequent practice in application, hence technical training of boys must be calculated to develop habits rather than to store their minds with facts.

2. The following is a summary of the course and technical syllabus carried out by seamen boys in the training establishments.

##### PRELIMINARY COURSE (4 weeks).

3. The object of this course is to give boys instruction in discipline, its purpose and necessity, and includes preliminary instruction in squad drill, bags and hammocks, swimming, &c.

##### GENERAL COURSE.

4. After the preliminary course the general course commences.

##### ADVANCED CLASS BOYS.

5. With the exception of a few boys received from mercantile training establishments and Greenwich School who may have reached the advanced class standard on entry, boys are selected for advanced class after 4, 8, or 12 weeks of the general course. These boys do half-time school and half-time technical instruction throughout the training period. The total course lasts about 12 months.

##### ORDINARY BOYS.

6. Ordinary boys (i.e., seaman boys other than advanced class) carry out half-time school and half-time technical instruction for the first 18 weeks of the general course and the remaining time full-time technical instruction. Their total course lasts about 10 months.

7. Advanced class and ordinary boys carry out the same technical syllabus, which is as follows :—

##### SEAMANSHIP (17 weeks).

Parts of a ship.

*Boats.*—Build. Parts. Nomenclature. Rig, &c. Pulling and Sailing. Boat drill.

*Anchors and Cables.*—Elementary instruction. Methods of mooring.

*Bends and Hitches.*—Use of slings. Securing hawser to buoy. Knots and splices (long—short—eye—wire splices, &c.).

*Tackles.*

*Compass.*—Rudiments of Rule of the Road.

*Signals.*—Colour of flags and pendants, including substitutes. Use of answering pendant. Semaphore. Boat's Signal Book.

*Sea-going Tender.*—Steering—lead. Log. Sounding machine—Sea boat—Clean ship, &c.

##### GUNNERY (8 weeks).

Explanation of typical mountings. Recoil and runout. Elevating and training gear. Gun-circuits.

Essential differences between B.L. and Q.F. breech blocks. Firing and safety gear. Lock and box slide.

*Drill.*—4 in. B.L., 4 in. Sem. Auto Field Gun.

*Ammunition.*—Elementary instruction.

*Fire Control.*—General principles. Sight setting. Use of F.P. instruments. Communication drill. Explanation of clock, Dumaresq and common types of instruments in top and T.S.

#### DISCIPLINE (8 weeks).

The object of the disciplinary training is to develop habits of discipline rather than to provide a knowledge of field training. For this purpose a high degree of precision is essential. Subject to this necessity, the following syllabus is used as a guide :—

*Handbook of Field Training, 1920*—Parts I. and II. Part V., Sections 2, 3, 7, and 8. Elementary Platoon Drill.

Gun drill, boat drill, P. and R.T. and general routine are also designed to contribute towards the development of discipline, though not included in the specific disciplinary course.

Elementary lectures on discipline are also given.

#### LECTURES.

Lectures on the object and ideals of The Navy, Naval Traditions, Elementary Naval History, and similar subjects calculated to develop *esprit de corps* and provide knowledge of the Service are given at convenient intervals throughout the period of training.

(N. 12111/22.)

#### SECTION II.—EXAMINATION QUALIFYING BOYS SERVING AFLOAT FOR SELECTION FOR EARLY ADVANCEMENT.

Any boy outside the Training Service between 17 and 18 years of age who desires, and is recommended by his Commanding Officer as likely to qualify may undergo the examination described below. Commanding officers are to arrange for such preliminary tests as they may consider desirable.

2. The examination is to be regarded as a qualifying one rather than as a ground of selection. It is not intended that a rigid standard should be maintained and judgment should be based on the standard of intelligence displayed by the general manner of answering questions.

3. Special consideration is to be given boys with small opportunities of receiving instruction (*e.g.*, in small ships not carrying a schoolmaster).

4. The educational test will consist of the following papers :—

*Paper I.*—Practical Mathematics, including applications to Mechanics, Electricity, Chart-work, &c.

*Paper II.*—General paper, containing the following sections :—(1) General Knowledge, Handwriting and Spelling; (2) Geography and History; (3) Mechanics; (4) Electricity.

The time allowed for each of these papers will be 2½ hours.

The syllabuses of the subjects are given below.

5. The examination will be held four times annually, *viz.*, on the first Tuesday in February, May, August and November; Paper I. being taken in the forenoon and Paper II. in the afternoon. The examination in each paper is on no account to be held before the date and time stated above. Under exceptional circumstances, however, an examination held on a later date will be accepted if the Commanding Officer states on the certificate (*see* (b) in paragraph 7) that the delay in holding the examination was unavoidable, and that there was no possibility of the candidates having become acquainted with the questions before the examination.

6. The examination may be held in any of H.M. Ships other than Training Ships. Papers will be sent out from the Admiralty. Commanders-in-Chief, Senior Naval Officers or Commanding Officers are to send a notification to the Admiralty as to how many sets of papers will be required, such notification to arrive at the Admiralty in time for the papers to be despatched so as to reach their destination before the date fixed for the next examination. The number of packets into which the papers should be made up (having regard to the fact that there may be a number of examination centres for each squadron), and also the number of sets to be put into each packet, is to be stated.

7. The worked papers are to be sent to the Secretary of the Admiralty, marked on the cover "Worked Examination Papers." They are to be accompanied by—

(a) a Schedule stating the name of each candidate, his ship and/or examination centre, rating, official number, where he is serving;

## PART XVIII.—SEAMAN BOYS, &c.

(b) a Certificate, signed by the Commanding Officer, certifying the date and hour at which the examination in each paper was held, and that the examination was carried out in a proper manner.

Forms for the Schedule and Certificate, and a copy of "General Directions for the guidance of Officers responsible for conducting Examinations," will be sent out with the examination papers.

### Syllabus.

#### *Practical Mathematics.*

The use of Logarithms, with easy examples; the expression of a formula in words and conversely; numerical substitution in a formula; factors; easy fractions.

Simple equations of one or two unknowns; their application to the solution of problems.

The use of squared paper; plotting of related numbers; graphical solution of simple equations and of easy problems.

The use of drawing instruments; drawing to scale; division of a line into equal parts; measurement of an angle in degrees; the chief properties of triangles; construction of simple rectilinear figures from given parts. The simple properties of circles. Area of triangle, rectangle and circle. Relation between diameter and circumference of a circle. Surface area and volume of the simple solids.

The meaning of the terms: Sine, cosine, and tangent of an angle, less than a right angle; finding the same by construction and the converse; use of tables of natural sines, &c.

Solution of right-angled triangles without the use of logarithms; the application of simple problems; use of the traverse table.

Applications of the above work to the solution of practical problems in connection with Mechanics, Electricity, Chartwork, Seamanship, Gunnery, Torpedo, &c.

#### *General Paper.*

Section (1).—General Knowledge. To test general knowledge, keenness of observation, and the ability to express ideas clearly on paper.

Questions to be included on the meanings of the more general Service and technical terms with which every Seaman should be familiar.

Note.—Handwriting and Spelling are to be assessed on this section of the paper.

Section (2).—Geography and History. The British Empire. How the several parts were won; their position on the map, and their main features; the principal ports and trading stations of the world; the chief sea routes. The present war areas.

Great Naval Battles. Famous ships and Naval heroes, and the historical events with which they are connected.

The shape and motions of the earth; Seasons; tides; currents; climate.

The chart-meaning of the various signs; true and compass bearings; course; knot; latitude and longitude; how to fix the position of a ship on a chart by bearings of objects whose positions are marked on the chart.

Section (3).—Mechanics. Idea of force, from common experience. Forces measured by comparison with the weight of bodies. Forces measured by the extension or compression of springs. Force of gravity proportional to the quantity of matter in a body. Meaning of mass and weight. Use of the balance: A comparison of forces. Spring balance. Velocity; How measure.

Force a directed quantity. Representation of forces by means of straight lines. Equilibrium of forces. Three forces acting in lines which meet at a point. Triangle of forces. Parallelogram of forces. Resultant of two forces. Resolved part of a force. Illustrations: Weight supported by two ropes, boom and stay, inclined plane, &c.

Moment of a force. Idea of leverage. Moments about a point in the line of the resultant together equal to zero. Application to lever, wheel and axle, capstan, plane, &c.

Idea of mechanical work. Principle of work exemplified in simple machines, such as a lever, wheel and axle, pulleys. Mechanical advantage. Illustrations from windlass, screw-jack, Weston pulleys, hydraulic press, &c. Loss of work in machines through friction.

Work requires a source of energy. Idea that energy is never destroyed or produced out of nothing. Illustrations of energy and its transformations. Energy of fuel and of cordite. Energy of a body may be due to position or to motion. Example in the swinging of a pendulum.

Section (4).—Electricity and Magnetism. Magnetic substances; elementary properties of magnets; polarity; magnetisation; magnetic induction; the magnetic properties of iron and steel; magnetic screening; the earth a magnet; the magnetic compass; variation, deviation.

Frictional electricity; conductors and non-conductors; potential; induction; capacity; condensers.

The electric circuit; the current, how produced; electro-motive force; resistance. Resistance of conductors, as depending on material, cross-section and length. Effects of the current; heating, chemical, magnetic. Common forms of galvanic cell; Service patterns, cells arranged in series and in parallel; "Storage" batteries. Units in practical

use: Ampere, volt, ohm. Relation of current to electro-motive force and resistance. Fall of potential along a current-bearing wire.

The galvanometer; the simpler instruments for practical electrical measurements.

Electro-magnets; electro-magnetic induction; induced electro-motive force and current; the induction coil; self-induction.

Production of electricity on a larger scale. Dynamos; their elementary features and action. The essential parts of a continuous current machine.

Applications of electricity on board ship.

Some of the questions in Sections (3) and (4) will be of Advanced Class standard. So far as practicable the questions will deal with matters within the boys' actual experience.

8. The professional test will be—

(a) For Seamen class boys, the professional examination for Able Seamen in seamanship, as laid down in Appendix XV. ("fairly efficient in steering, heaving the lead, rowing, knotting and splicing both hemp and wire rope, and in the general duties of a Seaman").

(b) For Signal Boys and Boy Telegraphists:—

As shown in Handbook "Courses of Instruction and Examination of Officers and men in Signals, &c." (N. 12111/22.)

## PART XIX.—Cancelled.

(N. 7603/22.)

## PART XX.—SUBMARINE DETECTOR RATINGS.

(See Appendix XV., Part III., Nos. 88–90.)

### (I.).—SYLLABUS OF COURSES.

#### 1.—For Qualification as Submarine Detector, 2nd Class.

(a) *Sound*—production and nature of—transmission in water—binaural principle.

(b) *Magnetism and Electricity*—general principles—primary and secondary cells—dynamos and motors—working motor switches and rheostats—stopping, starting and maintenance of motors—telephones and microphones—brief instruction in the electrical principles applying to all Asdic gear.

(c) *Hydrophones*—general knowledge and practical operation of the various types of Hydrophones—a knowledge of Search apparatus and loop systems—testing and maintenance of various types of Hydrophones—stowage of electrical apparatus appertaining to Submarine detection.

(d) *Morse*—ability to read at 10 words per minute.

Sixty-five per cent. of marks must be obtained in qualifying examination.

#### 2.—For Qualification as Submarine Detector, 1st Class.

(a) *Electricity*—thorough general knowledge of Electrical measurements—testing, upkeep, and stowage of all instruments and apparatus appertaining to Submarine detection—alternating currents—induction—condensers.

(b) *Hydrophones*—ability to handle, test, adjust and operate all types of Hydrophones—setting and tuning the instruments for hunting submarines.

(c) *Asdic*—knowledge of the principles—testing and operating of the instrument—practical operation at sea—maintenance of the gear.

(d) *Morse*—ability to read 12 words per minute.

Seventy per cent. of marks must be obtained in qualifying examination.

#### 3.—For Qualification as Submarine Detector Instructor.

(a) Assembling and parting of all types of Submarine Detecting appliances.

(b) Thorough knowledge of the principles, adjustment and operation of the Asdic instrument.

(c) Minor repairs to the Asdic instrument and all types of Hydrophones.

(d) Instruction of classes in anti-submarine subjects, both practically and by demonstration.

Seventy-five per cent. of marks in all subjects must be obtained in qualifying examination.

## **PART XX.—SUBMARINE DETECTOR RATINGS.**

### **(II.)—ALLOCATION AND TRAINING.**

1. Suitable men of the Seaman class of the rating of A.B. and above, who are under age of 25 and do not hold a higher non-substantive rating than S.T., S.G., may volunteer submarine detector duties. Names of volunteers are to be sent to the Anti-Submarine School.
2. Candidates for Submarine Detector duties will be selected by the Anti-Submarine School as required, and, when requested, are to be sent to that Establishment for an test to ascertain if they possess satisfactory powers of concentration, acuity and retention of change of intensity and localisation.
3. Men who are found to be suitable as a result of the aural test will be given a course of instruction in the Anti-Submarine School, and, on successfully passing out, will receive a non-substantive rating of Submarine Detector, 2nd Class.
4. Courses of instruction for the ratings of Submarine Detector 1st Class and Submarine Detector Instructor will be carried out in the Anti-Submarine School as opportunities offer, men who obtain the necessary standard being advanced to those ratings to their requirements.
5. Men holding a Submarine Detector non-substantive rating must, if circumstances so require, requalify as such at intervals of three years as opportunities occur, but are not to be relieved from a sea-going ship for the purpose.
6. The non-substantive ratings of Submarine Detector, 1st and 2nd Class, and Submarine Detector Instructor may be held in addition to the non-substantive rating of S.T., by Able and Leading Seamen, as in the case of higher Gunnery and Torpedo ratings.
7. Men who qualify for Submarine Detector non-substantive ratings will not ordinarily be allowed to qualify for higher Gunnery or Torpedo ratings.
8. Submarine Detector ratings should not be exposed to aural shocks caused by gunfire to any greater degree than can be avoided.
9. To maintain his efficiency a Submarine Detector requires a considerable amount of practice, which should, if practicable, take place weekly. For this reason it is important that men qualified as Submarine Detectors should only be drafted to vessels fitted with necessary instruments.

(N. 16165/21.)

## **PART XXI.—PHOTOGRAPHER (NON-SUBSTANTIVE RATINGS)— SYLLABUS OF EXAMINATIONS.**

(See Appendix XV., Part III., No. 63.)

### **1. Photographer 2nd Class :—**

#### **(a) Written :—**

- (i) Weights and measures used in photography.
- (ii) Names and uses of the principal chemicals used in photography.
- (iii) Ability to write down and point out the defects in given specimen prints and negatives.
- (iv) Exposure meter problems.
- (v) Differences between ordinary, self-screen, orthochromatic, process plates, &c.

(N. 1001/21.)

#### **(b) Practical :—**

- (i) Making prints on bromide and gaslight paper, and glazing them.
- (ii) Taking an exterior and an interior subject, using a stand camera.
- (iii) Developing a plate and a film.
- (iv) Making up a solution to a given formula.
- (v) Loading up a dark slide of the solid, bookform or curtain pattern.

#### **(c) Cinema Work :—**

Elementary knowledge of the Cinema Camera and of its film development and printing.

(N. 22986/20.)

### **2. Photographer 1st Class :—**

#### **(a) Written :—**

- (i) Use of panchromatic plates and filters.
  - (ii) Detailed knowledge of photographic chemicals and defects met in photography.
  - (iii) Elementary knowledge of photographic lenses, including names and uses of different types of photographic lenses, including the telephoto lens. Names of principal aberrations and defects which may be expected in a lens.
- Definitions of terms used in connection with lenses.  
Calculation of conjugate foci.

**(b) Practical :—**

- (i) Ability to use a focal plane or reflex camera effectively.
- (ii) Intensifying or reducing a negative.
- (iii) Enlarging.
- (iv) Lantern slide making by reduction or contact.
- (v) Dry and wet mounting.
- (vi) Knowledge of flashlight photography and precautions necessary.
- (vii) Blocking out a negative and spotting it.
- (viii) Loading up and developing plates in darkness.
- (ix) Taking charge of a developing party working triangulation film.
- (x) To be able to plot the fall of shot from the triangulation camera prints.

**(c) Cinema Work :—**

- (i) Loading and operating a cinema camera.
- (ii) Developing and printing a film.

(N. 1001/21)

**PART XXII.—SURVEYING RECORDER ALLOWANCES.**

(See Appendix XV., Part III., No. 91.)

**QUALIFICATIONS.**

All surveying Recorders must possess the normal physical abilities necessary to perform surveying duties.

**A.—Surveying Recorder 3rd Class.**

1. A good knowledge of the names and uses of all surveying instruments used for hydrographical surveying.
2. Practical knowledge of the use of the sextant and be able to make adjustments and apply errors. Ability to use a station pointer and application of errors.
3. A thorough knowledge of the use and working of a boat's sounding machine and how best to clear a tangle.
4. Complete knowledge of the marking of lead lines and the application of the corrections arising from changes in their lengths.
5. Ability to erect a Tide Pole at a chosen site.
6. Ability to erect surveying marks in general use as shore objects, with a knowledge of the first principles of selecting suitable sites.
7. A thorough knowledge of the selection and use of "transits."
8. Ability to write down clearly and accurately any work in the field other than for astronomical observations, &c.: acquaintance with the symbols and abbreviations in general use.

**B.—Surveying Recorder, 2nd Class.**

As above and, in addition :—

1. A thorough knowledge in the use of a station pointer and all forms of protractors with a knowledge of the situation of objects which will constitute a "good fix" adjustments and testing of station pointers.
2. A practical knowledge of, and ability to use, a theodolite, prismatic and liquid compasses in the field, and straight edges, beam compass, and other instruments used for plotting.
3. Ability to use a Galton sun signal and heliostats generally, whether from a fixed or moving platform.
4. Ability to re-silver sextant mirrors.
5. A knowledge of the use of the more important "special surveying stores."
6. Knowledge of use and adjustment of a ship sounding machine, and ability to prepare any such machine for use.
7. Ability to select a site for and set up a Tide Pole and connect its reading with other reference marks by levelling, &c.
8. Ability to mark a simple stretch of coast for secondary stations.
9. Ability to make a tracing of soundings and to draw a triangulation sheet, and the simpler forms of chart drawing and sketching, and to record all data in the field in the prescribed manner.
10. Ability to record time accurately for observers in connection with astronomical observation, time signals, &c.

## ART XXII.—SURVEYING RECORDER ALLOWANCES.

1. A practical knowledge of the considerations necessary when making false stations ability to use the false station corrector diagram.
2. Ability to work out triangles by use of plain trigonometry and the use of logarithms.

### Surveying Recorder, 1st Class.

As above and, in addition :—

1. A thorough knowledge of use and adjustment of a theodolite.
2. Ability to reweb a theodolite telescope.
3. Ability to record the time accurately by means of a chronometer or watch for all nautical observations, &c., and must be competent to compare "time pieces" generally eye and ear" synchronism, chronograph and other methods.
4. A thorough knowledge of the use of all special surveying stores and instruments.
5. Ability to reduce soundings, making necessary corrections for tidal heights and in length of lead line.
6. Ability to mark a coast or region somewhat difficult in character.
7. Ability to plot unaided a small sized sheet or plan by the prescribed methods.
8. Ability to draw a fair chart from the data usually to be found on board a surveying vessel.
9. Competence to act as immediate assistant to the officer-in-charge when "ship riding."
10. Ability to calculate the simpler forms of triangulation and prepare the data for plotting the same by prescribed methods and including the calculation of a bearing and azimuths.
11. Ability to make a secondary triangulation station requiring precision and ability to complete and record data for the simpler forms of panorama sketch.
12. Ability to take sole charge of a boat for sounding on any scale up to that of 1 mile, and to undertake the simpler forms of coast line and topography, including use of subtense instruments.
13. Judgment and organising ability for, and in, handling boats under all conditions, particularly when selecting a possible site for effecting a landing on, or embarking from, open or exposed coast, and the precautions necessary to preserve instruments from injury.

(N. 3937/22.)

## APPENDIX XI.

### POWERS OF THE ADMIRALTY IN REGARD TO OFFICERS CONSIDERED UNFIT FOR, OR UNWORTHY OF, FURTHER EMPLOYMENT.

AUTHORISED BY ORDERS IN COUNCIL OF THE 13TH MAY, 1901, AND 18TH JUNE, 1914.

1. An Officer who, in the opinion of the Admiralty, by reason of an act or acts of misconduct, or through intemperate or irregular habits of life has become unfit for, or in opinion of the Admiralty, is for any reason unworthy of, further employment, may be placed on the Retired or Pension List irrespective of Age or Service, whether he has been tried by Court Martial or not.
2. An Officer placed on the Retired List under Clause 1, may be granted such rate of Retired Pay, or such Gratuity, as the Admiralty may think fit, provided that the amount of Retired Pay shall in no case exceed the half-pay to which such Officer was entitled previous to retirement, and that the amount of the gratuity awarded shall not exceed the commutation value (as assessed by the Pensions Commutation Board) of such half-pay; and shall be less than the amount of Gratuity to which he would have been entitled under ordinary circumstances.  
No Officer may, however, be granted retired pay in excess of the amount to which he would have been entitled under ordinary circumstances.
3. An Officer who has had long and good service, but who is not entitled under Ordinary Regulations to retired pay or gratuity, in consequence of forfeiture of service by sentence of Court Martial, may be awarded such Gratuity, not exceeding five hundred pounds (500*l.*) as the Admiralty may think fit.
4. An Officer dismissed the Service by sentence of Court Martial may be awarded a Compassionate Allowance not exceeding the lowest rate of half-pay of his rank; but the granting of such Compassionate Allowance shall be entirely at the discretion of the Admiralty.  
No Officer may, however, be awarded a Compassionate Allowance in excess of the retired pay to which he would have been entitled, under ordinary circumstances, on retirement.



## APP. XI.—OFFICERS UNFIT, &c.

5. Sub-Lieutenants and Assistant Paymasters, whether dismissed the Service by Court-Martial or placed on the Retired List under Clause 1, may be awarded Gratuities not exceeding 25*l.* for each year's service in these ranks, nor 250*l.* in all.

6. Commissioned Warrant and Warrant Officers, and Officers of Coast Guard other than Commissioned Officers, placed on the Pension List under Clause 1, may be awarded such reduced rates of pension as the Admiralty may in each case determine.

6*a*. Commissioned Warrant and Warrant Officers dismissed the Service by sentence of Court-Martial may be awarded Compassionate Allowances at rates not exceeding the pension for which they would have been eligible in ordinary circumstances at the date of their dismissal; but the grant and the rate of such Compassionate Allowance shall be entirely at the discretion of the Admiralty.

(R. 2552/15.)

7. Nothing in this Appendix shall prejudice or affect the power of the Admiralty to discharge or dismiss Officers or shall confer on any person who has been removed from His Majesty's Service any right to half-pay, retired pay, or pension, compassionate allowance or gratuity.

8. The expression "an Officer" in this Appendix shall, unless the context otherwise requires, include Commissioned Officers, Commissioned Warrant Officers, Warrant Officers and Subordinate Officers of all ranks.

### APPENDIX XII.

SURGEONS WHO MAY BE TEMPORARILY EMPLOYED IN THE  
ROYAL NAVY IN TIME OF WAR OR EMERGENCY, TO MEET  
THE REQUIREMENTS OF THE SERVICE, WILL BE APPOINTED  
UNDER THE FOLLOWING REGULATIONS.

#### QUALIFICATIONS.

To be registered under the Medical Act as qualified to practise Medicine and Surgery in Great Britain and Ireland.

To produce certificates of good character.

To be reported physically fit after medical examination.

Age not to exceed 40 years.

#### PAY AND ALLOWANCES.

Full Pay.		Half Pay.	
A day.	A year.	A day.	A year.
22 <i>s.</i> 0 <i>d.</i>	401 <i>l.</i> 10 <i>s.</i> 0 <i>d.</i>	10 <i>s.</i>	182 <i>l.</i> 10 <i>s.</i> 0 <i>d.</i>

NOTE.—Half Pay is for sickness and extra leave only.

To be granted 30 days' advance of pay on joining a ship after appointment.

To receive the same allowances as are payable to permanent Officers of their rank.

Lodging money at the rate of 50*l.* a year is usually allowed when employed on shore without Quarters in the United Kingdom, and 24*l.* a year in lieu of rations. If temporarily employed on shore, however, the lodging and provision allowances will be at the rate of 3*s.* 6*d.* and 1*s.* 6*d.* per day respectively.

If Quarters are provided in a Medical Establishment, an allowance is granted in lieu of provisions, for self and servant, and for fuel and lights at the rate of 39*l.* a year in the United Kingdom, and 108*l.* a year abroad.

#### UNIFORM.

Each Surgeon to provide himself as follows:—

- (1) Frock coat, waistcoat, and trousers.
- (2) Undress coat.
- (3) Uniform cap.
- (4) Mess jacket and waistcoat.
- (5) Sword and Undress belt.

All as specified in the Uniform Regulations.

To cover the above each Officer accepted for service will receive an Equipment Allowance of 20*l.*, payable on the Officer's being called up for active service.

The following instruments must be provided by the Surgeon:—

- A Pocket case of Instruments.
- A Stethoscope.
- Three Clinical Thermometers.

## APP. XII.—SURGEONS TEMPORARILY EMPLOYED.

### MESSING.

Surgeons will be allowed, when attached to ships in commission, the ordinary Ship's mess; but will have to pay about 2s. a day towards the maintenance of their Mess as Ward-room Officers.

### PENSIONS FOR WOUNDS AND TO WIDOWS, &c.\*

In the event of Surgeons engaged for temporary service being wounded in His Majesty's service, Gratuities or Pensions, varying in amount according to the injuries sustained, will be granted on the basis of the awards in similar case of Naval Officers.

Should Temporary Service Surgeons be killed in action, die within two years of wounds received in action, or meet their death by acts of the enemy, the following Pensions and Advances will be granted to their widows, children, &c.:—

	Widows.		Children up to the Age of 18 for Boys and 21 for Girls.		Widowed Mothers dependent on their Sons, if the latter left no Widows or Children.	Orphan Sisters dependent on their Brothers, if the latter left no Mothers, Widows, or Children.
	Killed in Action.	Drowned &c. by Acts of the Enemy.	Killed in Action.	Drowned &c. by Acts of the Enemy.	Killed, or drowned, or suffered Violent Death by Acts of the Enemy.	Killed, or drowned, or suffered Violent Death by Acts of the Enemy.
	£	£	£	£	£	£
Surgeon	80	65	12 to 16	10 to 14	50	50

In addition to the foregoing Pensions, the widows and children of Officers killed in action will be granted the following Gratuities:—

**Widows.**—One year's Pay of their husband's corresponding rank in the Royal Navy. Each unmarried child, under the age of 21, one-third of the Gratuity paid to the widow. These Pensions and Gratuities can be given only for injury or death caused by acts of enemy, and not on account of injury, disability or death, which may result from carrying out the ordinary duties of the Service.

### CONDITIONS OF SERVICE.

To engage for six months certain, but the liability to serve will be limited to five years.

To serve when and where required from the date of signing the Declaration.†

To be liable to immediate discharge for misconduct or incompetency.

To rank with, but after, Surgeons in the permanent Service.

To be under the general rules of the Service as regards discipline, &c.

To receive two calendar months' notice of services being no longer required.

To be granted a gratuity of two calendar months' pay on discharge, if not discharged for misconduct or incompetency.

Voluntary resignation of appointment will be allowed subject to the convenience of the Service, but the gratuity of two calendar months' pay on discharge will be thereby forfeited.

The following form of Declaration and of Schedule of Qualifications will be required from Candidates:—

### DECLARATION.†

Christian and Surname } I.....  
 at full length } .....  
 a Candidate for temporary service as a Surgeon in the Royal Navy, do hereby engage for general service, and attest my readiness to proceed on duty abroad whenever required to do so, upon the terms specified in these regulations.

\* Unmarried Candidates will be preferred.

† It should be distinctly understood that Candidates entering their names are not liable in any way to serve until they have signed the Declaration, which they will be only called on to do when their services are required. The entering of names is simply for the convenience of communicating with Candidates quickly.

## APP. XII.—SURGEONS TEMPORARILY EMPLOYED.

I DECLARE—1st. That I am.....years of age, and that I was born on.....18.....  
at.....

2nd. That I am|| .....  
.....

3rd. That I labour under no mental or constitutional disease or weakness, nor any other  
imperfection or disability which can interfere with the most efficient discharge of the duties  
of a Medical Officer in any climate.

4th. That I am registered under the Medical Act in force as duly qualified professionally  
and that I hold the following Diplomas, &c., in Medicine and Surgery\* :—  
.....  
.....  
.....

Signature .....

Date .....

N.B.—A misstatement by a candidate will invalidate any subsequent appointment  
and cause forfeiture of all privileges for services rendered.

Medical School .....

† Present Address.....

‡ Permanent Address }  
of Parents or near Relative } .....

NOTE.—The Certificates of Birth (*not of Baptism*) or Declaration thereof made before  
a Magistrate, of Medical Registration and of Character (*up to date*) must accompany the  
Declaration.

## APPENDIX XIII.

### REGULATIONS FOR THE TRAINING OF NAVAL OFFICERS FOR CHARGE OF ORDNANCE STORES AT DEPÔTS ABROAD.

All Naval Officers who may be selected for the charge of Naval Ordnance Stores at  
a Depôt Abroad will be required to go through a course of training previous to their  
appointment, and obtain a certificate of proficiency in the same, *viz.* :—

#### I.—AT NAVAL ORDNANCE DEPÔTS.

(a) Each Officer must acquire a knowledge of the following Stores and their uses; *viz.* :—

Gun Wharf Stores.	{	Ordnance (including Tools, examining, venting, &c.).
		Small-arms.
		Tools, Armourer's.
		Accoutrements, &c.
Magazine Stores.	{	Gunpowder and Cordite, the several descriptions of, used in the Service.
		Cartridges, natures and descriptions of, and method of filling and making them up.
		Shells, descriptions, and filling and emptying of.
		Fuzes and Tubes, names and natures of.
		Stores for Torpedo Service and Mining, and explosives for Whitehead Torpedoes.

(b) A knowledge of Store accounting, including the preparation of demands, estimates,  
returns, vouchers for receipt, issue, expenditure, transfer, and conversion.

\* If any doubt should arise upon this question, the burden of clear proof that he is qualified  
must rest upon the Candidate himself.

† Any change of address to be notified to the Director-General, Medical Department of the Navy  
Admiralty, London.

‡ This address is required for communications during an Officer's absence from England, when on  
service.

|| Here insert "of pure European descent and the son either (a) of natural-born British subjects  
or (b) of parents naturalised in the United Kingdom."

## APP. XIII.—TRAINING OF NAVAL OFFICERS, &c.

(c) The instruction will be apportioned as follows:—

	Days.
Gun Wharf Stores . . . . .	18
Magazine Stores . . . . .	18
Store Accounting . . . . .	6
Examination . . . . .	6

(d) The examination will be held under the supervision of the Naval Ordnance Officer, and will be transmitted to the Superintendent of Ordnance Stores a certificate of proficiency of Officer.

### II.—AT ADMIRALTY.

The course of training at the Naval Ordnance Depôts will be supplemented by a course of 8 days in the Department of the Superintendent of Ordnance Stores at the Admiralty. A portion of the course will embrace an examination and inspection of the Stores accounts received from Ordnance Depôts Abroad in charge of Naval Officers, also instructions in preparation of Quarterly Reports of State of Reserves, Annual Demands, &c., &c., and will be concluded by an examination in the subjects dealt with at the Admiralty.

## APPENDIX XIV.

### CONDITIONS OF SERVICE, PAY, &c., OF OFFICERS IN CIVIL, COLONIAL OR FOREIGN EMPLOYMENT.

COPY OF THE RULES DRAWN UP BY THE TREASURY UNDER CLAUSE 6 OF THE SUPERANNUATION ACTS AMENDMENT ACT OF 1887.

#### *Preamble.*

WHEREAS by the Superannuation Act, 1887, the Commissioners of Her Majesty's Treasury are authorised to frame rules as to the conditions on which any civil employment of profit under any public department or any employment of profit under the Government of any British Possession, or any employment under the Government of any Foreign State, may be accepted by any person who is in receipt of any sum granted by Parliament for the pay, half-pay, or retired pay of Officers of Her Majesty's naval or military forces, regular or auxiliary, or otherwise, for past service in such forces; or who has commuted the right to receive the same or has retired with a gratuity; and otherwise, as in the said Act mentioned: And whereas the general principle adopted by Parliament has been that where any person receiving non-effective pay on account of service to the State accept fresh State employment, the State shall benefit by some saving upon the sums otherwise payable to such person on account of his non-effective pay, and of the emoluments of his fresh employments:

And whereas such saving has been heretofore effected by means of a reduction of the non-effective pay, and it appears to the Commissioners of Her Majesty's Treasury expedient that the case of officers accepting certain civil employment of profit, such saving should be effected by reduction of the emoluments of the fresh employment instead of by reduction of the non-effective pay:

#### *Definitions.*

Now, therefore, the Commissioners of Her Majesty's Treasury in pursuance of the powers conferred on them by the Superannuation Act, 1887, and of every other power enabling them in this behalf, do hereby make the following rules:

In these rules:—

1. (a) The expression "non-effective pay," shall mean any half-pay or retired pay, or other payment granted by Parliament for Officers in Her Majesty's naval or land forces, on account of past service in some portion of those forces, but does not include rewards for distinguished or meritorious service, nor pensions for wounds.

(b) The expression "civil employment of profit under any public department" means any employment the profits of which are derived from any of the following funds which are hereby declared to be public funds, viz.:—

- The Consolidated Fund.
- Money voted by Parliament, or receipts taken in reduction of such money.
- Land or hereditary revenues of the Crown.
- Crown revenue of the Channel Islands.
- Mercantile Marine Fund.
- Funds of Greenwich or Chelsea Hospital.
- Metropolitan Police Fund.

(h) Any other fund which, either from its being administered by a public department, or from its receiving a contribution out of any of the above-mentioned funds, the Treasury may from time to time determine to be a public fund;

but does not include any such employment as the Treasury, having regard to the regulations of the Admiralty and the War Department, determine to be a naval or military employment.

(c) The expression "naval" shall include "marine," and the expression "navy" shall include the marines.

(d) The expression "officer" shall mean any officer who holds or has retired from a commission in any of the Imperial forces, or who has retired with a gratuity or upon non-effective pay, whether he have commuted such non-effective pay or not.

(e) The expression "Imperial forces" means Her Majesty's Imperial, naval, or land forces.

(f) The expression "Colonial Government" means the Government of any Colony and includes the Government of Cyprus.

(g) Other expressions have the same meaning as in the Superannuation Act, 1887.

#### I.—ACCEPTANCE OF OFFICE.

*Consent to be obtained before accepting civil or any Colonial or Foreign employment.*

2. An officer who is on the half-pay or retired list, or who has commuted his non-effective pay, or retired from the Imperial forces with a gratuity, before accepting any civil employment of profit under any public department or any employment of profit under the Government of any British Possession, or any employment under the Government of any Foreign State, shall obtain the consent of the Admiralty or the War Department, as the case may be, and the continuance of such consent shall be a condition of his holding such employment; and such consent, when given, and a withdrawal of such consent, shall be communicated by the giver to the Treasury.

#### *Penalty for non-observance of condition of Rule 2.*

3. If any officer fail to obtain such consent, or if he continues to hold such employment after the consent is withdrawn, he shall be liable to have his non-effective pay suspended or reduced, either permanently or temporarily, according as the Treasury may direct, and if he have commuted such pay or retired with a gratuity, shall be liable to pay to Her Majesty the amount of commutation money or gratuity, or such portion thereof as the Treasury may direct.

#### II.—RECEIPT OF NAVAL OR MILITARY NON-EFFECTIVE PAY BY AN OFFICER HOLDING A CIVIL EMPLOYMENT OF PROFIT.

##### *Abatement from Civil Emoluments.*

4. If any such officer as is mentioned in Rule 2 accept any civil employment of profit under any public department (other than in Her Majesty's Household), and such officer either continues whilst holding the said employment to draw any non-effective pay, or has commuted such pay, or has retired with a gratuity from Navy or Army funds, the profits of his civil employment shall be subject to abatement under the following conditions:—

(a) If the annual amount of his non-effective pay, whether in actual course of payment or commuted or represented by a gratuity valued as hereinafter mentioned, and the profits of his civil employment together exceed 400*l.* per annum, the profits of his civil employment shall be abated by such an amount, not being less than 10 per cent. thereof, as may be determined by the Treasury in concert with the department employing the officer; provided that no abatement shall be made by reason of this rule, which exceeds the amount of the officer's non-effective pay or reduces his total emoluments to less than 400*l.* per annum.

(b) For the purposes of sub-section (a) the annual value of non-effective pay which has been commuted shall be the amount of such pay at the time of commutation and the value of a gratuity shall be determined actuarially according to the prospects of life of the officer at the date of his receipt of such gratuity.

##### *Exemptions from Abatement.*

5.—(1) It shall be competent to the Treasury, on the recommendation of the Admiralty or War Department, as the case may be, from time to time to exempt any civil employment under a naval or military department from the operation of Rule 4, or to bring the same back within its operation.

## **CIVIL, &c., EMPLOYMENT.**

(2) It shall be competent to the Treasury from time to time to exempt any other civil employment from the operation of Rule 4, for such time as they may deem fit, on the ground of such employment being of a temporary or casual character, or of its profits being petty or uncertain, or of the nature of fees for piecework.

### *Treasury to decide Doubtful Cases.*

6. In case of doubt arising either as to whether the funds from which the profits of a civil employment are derived are public funds or as to what is, for the purposes of Rule 4, the annual value of non-effective pay, or of a gratuity, or of the profits of a civil employment, the decision on the point shall rest with the Treasury.

### *Limitation of Civil Pensions.*

7. No such officer as is mentioned in Rule 2 shall accept any civil employment of profit under any public department, otherwise than on condition that no pension shall be granted to him in respect of that employment which, when added to his non-effective pay, shall exceed two-thirds of the emoluments of that employment, or a total of 1,000*l.* a year, whichever may be the greater.

But, if such officer's civil employment have been declared, by order under section 4 of the Superannuation Act, 1859, to be a professional office, he may, subject to the above limitation of the above amount of pension, elect on his retirement :—

(a) Either to retain his non-effective pay, together with a pension calculated on his actual service in the professional office, or :

(b) To relinquish his non-effective pay, and to receive a pension calculated on his actual service in the professional office, together with the addition of years granted by the order.

### *Other Powers of Abatement reserved.*

8. Nothing in these rules shall abridge or supersede any power of abatement of an officer's non-effective pay or emoluments possessed in other respects by the Treasury, or by any other public department.

### *Annual Return to Parliament.*

9. A return shall be laid before Parliament in every year of the number of officers, who, having non-effective pay, or having commuted their non-effective pay, or having retired on a gratuity from Navy or Army funds, have been granted by the Admiralty or War Department permission, under Rule 2, to hold any civil employment of profit under a public department, specifying the names of such officers and the respective amounts of their non-effective pay and their emoluments and the abatement, if any, made therefrom, and distinguishing the officers to whom such permission has been granted since the conclusion of last return.

## **III.—EMPLOYMENT OF NAVAL OR MILITARY OFFICERS BY COLONIAL GOVERNMENTS (EXCLUSIVE OF THE GOVERNMENT OF INDIA—see Rule 17 in regard to India).**

### *Officers on Active List to draw no Imperial Pay.*

10. If an officer on the Active List now holds, or shall hereafter accept any employment of profit under any Colonial Government, not remunerated out of Imperial funds, he shall draw no pay, effective or non-effective, from Imperial funds so long as he holds that employment; but if his employment appears to the Admiralty or War Department to be of a nature to afford practical experience likely to be afterwards of public advantage in the event of his return to Imperial service, his service under the Colonial Government may, if the Admiralty or War Department think fit, count towards promotion and retirement as though it were service in the Imperial Forces, and in that case the retired pay earned by his Colonial service whilst he remains on the said Active List will in due course be chargeable on Imperial funds.

### *Duration of Employment.*

11. An officer on the Active List shall accept and hold any employment of profit under a Colonial Government on condition only that the employment does not, in the absence of exceptional circumstances, last for a period exceeding five years, and is not renewed.\*

### *As to Officers retiring whilst in Colonial Service.*

12. If an officer retire from the Imperial Forces whilst he holds an employment of profit under a Colonial Government, he may at once draw so much of his retired pay as was

\* Naval Officers will be lent to Colonies for Naval or Military employment for a period not exceeding three years from date of taking up appointment, unless otherwise specially decided by the Admiralty.

## APP. XIV.—OFFICERS IN CIVIL, &c. EMPLOYMENT

earned by Imperial service before his entering the Colonial service; and upon his retirement from the Colonial service he may also draw the retired pay earned by so much of his Colonial service as preceded his retirement from the Imperial forces.†

### *As to Officers on Retired List who accept Colonial Service.*

13. If an officer on the Retired List now holds, or shall hereafter accept, an employment of profit under a Colonial Government, his retired pay, even though earned by mixed Imperial and Colonial service, shall not be suspended in whole or in part, by reason of such employment, unless the Admiralty or War Department think fit otherwise to order; and any such order may be carried into effect.

### *Check on increase of retired pay.*

14. Service under a Colonial Government subsequent to an officer's retirement from the Imperial forces, shall not increase the charge for his non-effective pay upon Imperial funds.

## IV.—SAVING CLAUSES.

### *Saving for certain Officers.*

15. If any officer who is on the half-pay or retired list, or who has commuted his non-effective pay, or retired from the Imperial forces with a gratuity, accepts or holds any civil employment of profit under any public department, or any employment under the Government of any British Possession, and is not subject to Rule 4, or is not subject to Rules 10 to 14, both inclusive, he shall accept and hold such employment on condition that he does not receive any part of any sum granted for non-effective pay for any time during which he holds such employment, except as hereafter mentioned, that is to say:—

(a) If the appointment is in Her Majesty's Household he may receive the full amount of his non-effective pay:

(b) If the annual emoluments of the employment do not exceed three times the amount of the highest rate of non-effective pay attached to the rank, by virtue of which he claims to receive non-effective pay, such person may, with Her Majesty's pleasure to that effect, signified by the Treasury through one of Her Majesty's Principal Secretaries of State, receive the non-effective pay to which he would be entitled if he held no such employment of profit:

(c) Where the annual emoluments of the employment exceed three times the amount of such highest rate of non-effective pay as aforesaid, but fall short of four times such amount, the holder of such employment may, with Her Majesty's pleasure, signified in the manner aforesaid, receive so much non-effective pay as, added to the emoluments of his employment, will altogether make up four times the amount of such non-effective pay.

### *Saving for existing Officers.*

16. In the case of any officer who has accepted any employment before the passing of the Superannuation Act, 1887, the foregoing rules shall not, without his consent, apply to him so far as respects that employment, and if he does not so consent the law and regulations applying to such officer immediately before such passing shall continue to apply to him so far as respects that employment.

Treasury, September, 1887.

## V.—CIVIL EMPLOYMENT OF NAVAL AND MILITARY OFFICERS UNDER THE DEPARTMENT OF THE SECRETARY OF STATE IN COUNCIL OF INDIA, OR THE GOVERNMENT OF INDIA.

(Additional Rule under Section 2 of the Act 55 & 56 Vict. cap. 40.)

17. The existing Rules 10 to 14, both inclusive, under Section 6 of the Superannuation Act, 1887, which now apply to the "Employment of Naval or Military Officers by Colonial Governments (exclusive of the Government of India)," shall henceforth extend to naval and military officers who shall accept civil employment of profit under the department of the Secretary of State in Council of India, or the Government of India.

Treasury, 22nd July, 1892.

† This rule corresponds with a concession made by the Treasury in a letter to the War Department dated 18th November, 1886, and acted upon in certain cases from not earlier than that date (vide pages 31-5 of Sessional Paper (85) of 1887).

APPENDIX XV.

SHIP'S COMPANY AND MARINES.

Part I.—Ratings, Wages and Allowances.

(N. 11890/22.)

(See Arts. 218, 353, 363, 372, 375-387, 776-779, 1346, 1424, 1428, 1432, \_\_\_\_\_ and 1602.)

**1. Age Limits for Entry and Discharge.**—No man is to be entered as a first entry continuous Service Stoker, or for Special Service (Seaman of Stoker) over the age of 25 years; other first entries for Continuous Service must not exceed 28 years.

The age for compulsory discharge to pension is laid down in Arts. 1942 and 1946, clause 5.

**2. Pay of obsolescent Ratings.**—If any of the ratings that were ordered to die out are still borne, their rates of pay and allowances are to remain as laid down in former regulations and Addenda thereto (if the former do not appear in this Appendix).

**3. Advancements to acting substantive ratings** are not to be made in vacancies of temporary nature, or such as will be filled ultimately by men appointed from the Home Ports or from other ships. See 1432 (*Men doing Duty in Higher Rating*).

**3a. Progressive Pay.**—"Acting" time is to be regarded as confirmed time for progressive pay purposes except:—

(a) time served as acting C.P.O. in the temporary appointments of Admiral's Coxswain, Torpedo or Submarine Coxswain and Flag Officer's Chief Steward or Chief Cook (see Appendix XV, Part I).

(b) acting time in Artificer, Artisan and mechanic ratings in excess of the maximum allowed to count (see Appendix XV, Part I).

(c) where otherwise directed by the Admiralty specially.

(d) for Royal Marines (see Appendix XV, Part I).

NOTE.—Progressive Pay is not to be credited to a man holding an "Acting" rating (see Article 1431). (N. 2694/23).

**4. Advancement of Ratings with break in Service.**—The recommendation referred to in Art. 218 is necessary before a rating with a break in service of less than five years may be considered eligible for advancement.

As regards men absent for periods exceeding five years, see Arts. 368, 741, Clause 2 (e), 744, 1424 (i), and 1937 (3) and (4).

**5. Counting of Time for Increases of Pay after 3 and 6 years' Man's Time.**—All man's time (i.e., time in the rating of Ordinary Seaman or its equivalent, and higher ratings) served towards the completion of engagement, counts as part of the three (and six) years' man's service required for increase of pay as Able Seaman, Signaller, Telegraphist, Cook, Stoker 1st class, Officers' Steward or Cook 3rd class (Continuous Service only), Bandsman (O.S.), Marine, Bugler and Musician. The service is to be reckoned in calendar years from the date a man is rated Ordinary Seaman or equivalent rating, or if entered in a Man's rating from the date of entry, but not earlier than the date of attaining the age of 18 years in any case.

**6. The following service counts for the purpose of the qualification:—**

(a) The combined service in the case of transfers from one to another of the above-mentioned ratings.

(b) Time in any man's rating (including Officer's Steward or Cook) prior to transfer to one of the above-mentioned classes.

(c) Time spent in detention, cells, &c.

(d) Time before and while in desertion in the case of recovered deserters who are to be retained.

(e) Time from the date of being rated Ordinary in the case of Special Service Seamen who transfer to Continuous Service or re-engage.

(f) Army service over the age of 18 for men transferred (i.e., not discharged from the Army) to the Royal Marines without break in service.

(g) Service over the age of 18 years with the Colours in the Army or Royal Air Force (for men who enter the Royal Navy or Royal Marines on or after 20th June 1923) and active (man's) service with Colonial Forces other than South African Constabulary (for men entered in the Royal Navy or Royal Marines on or after 11th October 1923), subject to entry in the Royal Navy or Royal Marines being not



later than five years after discharge from the former service and to such service being declared on entry. For entrants in the Royal Navy, service claimed in the Army, &c., will be verified by the Accountant-General of the Navy who will notify, without application, whether the service can count or otherwise.

(h) Mobilised war service rendered by members of the Royal Naval Reserve, Royal Naval Volunteer Reserve, and Royal Naval Auxiliary Sick Berth Reserve, who enter the Royal Navy or Royal Marines not later than five years from the date of their discharge from war service and who acknowledge the former service on entry, subject to Admiralty directions in each instance.

7. The following service does not reckon :—

- (i) Time out of the service in the case of ratings actually discharged and re-entered.
- (ii) Time other than mobilised service during the war period served in the Royal Fleet Reserve in the case of ratings re-entered from the Royal Fleet Reserve.
- (iii) Cancelled.

8. Cancelled.

(N.P. II./3295/23.)

8a. All previous service in any rating of men disrated will be reckoned, for progressive pay, in the same or any lower rating provided that it would have been reckoned if disrating had not occurred.

(N. 1774/23.)

9. "Seagoing" Service.—Where mentioned in this Appendix the term "seagoing service" covers service in all ships in which ratings may obtain practical experience of the duties required of them in a ship or tender under way.

(N. 11890/22.)

#### NOTES RELATIVE TO THIS APPENDIX AND SIGNIFICATION OF ABBREVIATIONS USED.

##### In Column 1.

The order in which the different Branches are placed has no reference to either rank or command.

*Ratings in italics are not to assume military command unless ordered to do so by superior authority, or when, in the absence of any such order, a situation arises which renders it necessary for them to assume military command.*

C.S. denotes that Continuous Service is obligatory in the ratings so marked.

† denotes that Continuous Service is not allowed in those ratings. In all other ratings it is optional.

(O.S.) denotes a rating ordered to die out.

##### In Column 2.

Wages per day are given.

\* denotes the Non-C.S. rate of pay.

E.P. denotes that Extension Pay at the rate of 6d. a day can be obtained under Art. 1435.

##### In Column 3.

The number opposite each rating indicates the number of Prize Bounty and Salvage Shares to which such rating is entitled under Order in Council of 27th April, 1918.

B. denotes eligibility for Good Conduct Badges.

M. denotes eligibility for Good Conduct Medal.

M.G. denotes eligibility for Good Conduct Medal and Gratuity.

M.G.† denotes that Non-C.S. rating entered after 31st December, 1884, is not eligible for the award of a Good Conduct Gratuity.

C.C. denotes that the rating is classed for conduct whenever a Good Conduct Badge is not worn.

Non-substantive ratings, &c., for which men are eligible and the pay attaching to these and to Badges, are given in Part III. of this Appendix.

##### In Column 4.

Instructions (A) to (F) are to be read and carried out in conjunction with the proper heading only, as indicated by letter of reference :—

(A) Authority to give rating.

(B) Age, previous service and other qualifications required.

(C) Nature of examination.

(D) Examining Officers.

(E) Lowest rating to which may be disrated or reduced for punishment, see Article 776.

(F) Remarks.

(G) Cancelled.

(N. 11890/22.)

# PART I.—RATINGS, WAGES AND ALLOWANCES.

## INDEX OF RATINGS AND ROYAL MARINE RANKS.

(Arranged alphabetically).

	No.		No.
<b>Varrant Officer, Class II., R.M.</b>	150	<b>Chief Petty Officers—contd.</b>	
		<b>Staff Clerk, R.M.</b>	151
		<b>Supply Chief Petty Officer</b>	119
<b>Chief Petty Officers.</b>		<b>Petty Officers.</b>	
<b>Armourer—Quartermaster Sergeant,</b>		<b>Armourer</b>	63
<b>R.M.</b>	156	<b>Armourer's Mate</b>	64
<b>Bandmaster, 1st Class, R.M.</b>	167	<b>" Crew</b>	65
<b>Barrack Quartermaster Sergeant, R.M.</b>	153	<b>Bandmaster, 2nd Class, R.M.</b>	168
<b>Chief Armourer</b>	62	<b>" R.N. (O.S.)</b>	131
<b>Chief Bandmaster, R.N. (O.S.)</b>	130	<b>Blacksmith, 1st Class</b>	83
<b>Chief Blacksmith</b>	82	<b>" 2nd Class</b>	84
<b>Chief Cooper</b>	103	<b>" 3rd Class</b>	85
<b>Chief Electrical Artificer, 1st Class</b>	44	<b>" 4th Class</b>	86
<b>" 2nd Class</b>	45	<b>" 4th Class, Acting</b>	87
<b>Chief Engine Room Artificer, 1st Class</b>	26		
<b>" 2nd Class</b>	27	<b>Cooper, 1st Class</b>	104
<b>Chief Joiner</b>	75	<b>" 2nd Class</b>	105
<b>Chief Mechanician, 1st Class</b>	35	<b>" 3rd Class</b>	106
<b>" 2nd Class</b>	36	<b>" 4th Class</b>	107
<b>Chief Ordnance Artificer, 1st Class</b>	53	<b>" 4th Class, Acting</b>	108
<b>" 2nd Class</b>	54		
<b>Chief Painter</b>	96	<b>First Writer</b>	116
<b>Chief Petty Officer</b>	1	<b>Joiner, 1st Class</b>	76
<b>" (O.S.)</b>	8	<b>" 2nd Class</b>	77
<b>" Cook</b>	125	<b>" 3rd Class</b>	78
<b>" Telegraphist</b>	20	<b>" 4th Class</b>	79
<b>Chief Plumber</b>	89	<b>" 4th Class, Acting</b>	80
<b>Chief Sailmaker</b>	11		
<b>Chief Shipwright, 1st Class</b>	66	<b>Officers' Cook, 1st Class (U.S.)</b>	136
<b>" 2nd Class</b>	67	<b>" (N.C.S.)</b>	142
<b>Chief Stoker</b>	38	<b>Officers' Steward, 1st Class (C.S.)</b>	136
<b>Chief Writer</b>	115	<b>" (N.C.S.)</b>	142
<b>Chief Yeoman of Signals</b>	14	<b>Painter, 1st Class</b>	97
<b>Colour Sergeant, R.M.</b>	161	<b>" 2nd Class</b>	98
<b>Company Sergeant Major, R.M.</b>	155	<b>" 3rd Class</b>	99
<b>Draughtsman</b>	141	<b>" 4th Class</b>	100
<b>Electrical Artificer, 1st Class</b>	46	<b>" 4th Class, Acting</b>	101
<b>" 2nd Class</b>	47	<b>Petty Officer</b>	2
<b>" 3rd Class</b>	48	<b>Petty Officer, 1st Class</b>	9
<b>" 4th Class</b>	49	<b>Petty Officer Cook</b>	126
<b>" 4th Class, Acting</b>	50	<b>Petty Officer Telegraphist</b>	21
<b>Engine Room Artificer, 1st Class</b>	28	<b>Plumber, 1st Class</b>	90
<b>" 2nd Class</b>	29	<b>" 2nd Class</b>	91
<b>" 3rd Class</b>	30	<b>" 3rd Class</b>	92
<b>" 4th Class</b>	31	<b>" 4th Class</b>	93
<b>" 4th Class, Acting</b>	32	<b>" 4th Class, Acting</b>	94
<b>Hospital Staff Sergeant, R.M.</b>	158		
<b>Master-at-Arms</b>	123	<b>Regulating Petty Officer</b>	124
<b>Mechanician</b>	37	<b>Sailmaker</b>	12
<b>Officers' Chief Cook (C.S.)</b>	135	<b>Sergeant, R.M.</b>	162
<b>" (N.C.S.)</b>	141	<b>Sick Berth Petty Officer</b>	111
<b>Officers' Chief Steward (C.S.)</b>	135	<b>Stoker Petty Officer</b>	39
<b>" (N.C.S.)</b>	141	<b>Supply Petty Officer</b>	120
<b>Ordnance Artificer, 1st Class</b>	55	<b>Yeoman of Signals</b>	15
<b>" 2nd Class</b>	56		
<b>" 3rd Class</b>	57	<b>Petty Officers, 2nd Class.</b>	
<b>" 4th Class</b>	58	<b>Seaman Petty Officer, 2nd Class</b>	10
<b>" 4th Class, Acting</b>	59		
<b>Quartermaster Sergeant</b>	152		
<b>Quartermaster Sergeant Instructor,</b>		<b>Leading Ratings.</b>	
<b>R.M.</b>	154	<b>Band Corporal, R.M.</b>	169
<b>Shipwright, 1st Class</b>	68	<b>" R.N. (O.S.)</b>	132
<b>" 2nd Class</b>	69	<b>Blacksmith, 5th Class</b>	88
<b>" 3rd Class</b>	70		
<b>" 4th Class</b>	71	<b>Cooper, 5th Class</b>	109
<b>" 4th Class, Acting</b>	72	<b>Corporal, R.M.</b>	163
<b>Sick Berth Chief Petty Officer</b>	110		

*Leading Ratings—contd.*

Electrical Artificer, 5th Class	-	51
Engine Room Artificer, 5th Class	-	33
Joiner, 5th Class	-	81
Leading Cook	-	127
Leading Seaman	-	3
Leading Sick Berth Attendant	-	112
Leading Signaller	-	16
Leading Stoker	-	40
Leading Stoker, Acting	-	41
Leading Telegraphist	-	22
Leading Supply Assistant	-	121
Officers' Cook, 2nd Class (C.S.)	-	137
(N.C.S.)	-	143
Officers' Steward, 2nd Class (C.S.)	-	137
(N.C.S.)	-	143
Ordnance Artificer, 5th Class	-	60
Painter, 5th Class	-	102
Plumber, 5th Class	-	95
Sailmaker's Mate	-	13
Second Writer	-	117
Ship's Musician (O.S.)	-	133
Shipwright, 5th Class	-	73

*A.B. Ratings.*

Able Seaman	-	4
Bandsman, R.N. (O.S.)	-	134
Bugler, R.M. (after 1 year)	-	164
Cook	-	128
Gunner, R.M.A. (after 1 year)	-	165
Musician, R.M. (after 1 year)	164, 170	
Officers' Cook, 3rd Class (C.S.)	-	138
Officers' Cook, 3rd Class (N.C.S.), over	-	
2 years' seniority	-	144
Officers' Steward, 3rd Class (C.S.)	-	138
Officers' Steward, 3rd Class (N.C.S.),	-	
(over 2 years' seniority)	-	144

## AFRICANS, ASIATICS, &amp;c.

*Chief Petty Officer.*

Head Tindal	-	172
-------------	---	-----

*Petty Officers.*

In Battleships and Cruisers :		
Head Krooman	-	181
Stoker Tindal	-	177
Tindal	-	173

*Leading Ratings.*

In other Vessels :		
Head Krooman	-	182
Stoker Tindal	-	178
Tindal	-	174

No.

*A.B. Ratings—contd.*

Private, R.M.L.I. (after training)	-	166
Shoemaker	-	149
Sick Berth Attendant	-	113
Signalman	-	17
Stoker, 1st Class	-	42
Supply Assistant	-	122
Tailor	-	148
Telegraphist	-	23
Third Writer	-	118

*"Ordinary" Ratings.*

Assistant Cook	-	129
Bugler, R.M. (on enlistment)	-	164
Gunner, R.M.A. (on enlistment)	-	165
Musician, R.M. (under 1 year)	164, 170	
Officers' Cook, 3rd Class (N.C.S.),	-	
(under 2 years' seniority)	-	145
Officers' Steward, 3rd Class (N.C.S.),	-	
(under 2 years' seniority)	-	145
Officers' Cook, 4th Class (C.S.)	-	139
Officers' Steward, 4th Class (C.S.)	-	139
Ordinary Seaman	-	5
Ordinary Signaller	-	18
Ordinary Telegraphist	-	24
Private, R.M.L.I. (on enlistment)	-	166
Sick Berth Attendant Probationer	-	114
Stoker, 2nd Class	-	43

*Boys.*

Band Boy, R.M.	-	171
Boy, 1st Class	-	6
" 2nd Class	-	7
Boy Servant	-	140, 146
Boy Telegraphist	-	25
Electrical Artificer Apprentice	-	52
Engine Room Artificer Apprentice	-	34
Naval Shipwright Apprentice	-	74
Ordnance Artificer Apprentice	-	61
Signal Boy	-	19

*A.B. Ratings.*

Second Head Krooman	-	183
Second Stoker Tindal	-	179
Second Tindal	-	175

*"Ordinary" Ratings.*

Krooman	-	184
Seedie	-	176
Stoker Seedie	-	180

# **PART I.—RATINGS, WAGES AND ALLOWANCES.**

## **CONTENTS TABLE OF RATINGS AND ROYAL MARINES.**

*The various Classes of Ratings are numbered for convenience of reference only.*

### **MILITARY BRANCH.**

	No.
Ch. Petty Officer . . .	1
Petty Officer . . .	2
Ldg. Seaman . . .	3
A.B. . . .	4
Ord. Seaman . . .	5
Boy, 1st Cl. . .	6
Boy, 2nd Cl. . .	7
Ch. P.O. (O.S.) . . .	8
P.O., 1st Cl. (O.S.) . . .	9
P.O., 2nd Cl. (O.S.) . . .	10
Ch. Sailmaker . . .	11
Sailmaker . . .	12
Sailmaker's Mate . . .	13

### **SIGNAL BRANCH.**

Ch. Yeoman . . .	14
Yeoman . . .	15
Ldg. Signalman . . .	16
Signalman . . .	17
Ord. Signalman . . .	18
Signal Boy . . .	19

### **ENGINEER BRANCH.**

Ch. E.R.A., 1st Cl. . .	26
"    2nd Cl. . .	27
E.R.A., 1st Cl. . .	28
"    2nd Class . . .	29
"    3rd Cl. . .	30
"    4th Cl. . .	31
Act. E.R.A., 4th Cl. . .	32
E.R.A., 5th Cl. . .	33
E.R. Art. Apprentice . . .	34

Ch. Mech., 1st Cl. . .	35
"    2nd Cl. . .	36
Mechanician . . .	37
Chief Stoker . . .	38
Stoker, P.O. . .	39
Ldg. Stoker . . .	40
Act. Ldg. Stoker . . .	41
Stoker, 1st Cl. . .	42
"    2nd Cl. . .	43

### **ELECTRICAL AND ORDNANCE ARTIFICERS AND ARMOURERS.**

	No.
Ch. Elec. Art., 1st Cl. . .	44
"    2nd Cl. . .	45
Elec. Art., 1st Cl. . .	46
"    2nd Cl. . .	47
"    3rd Cl. . .	48
"    4th Cl. . .	49
Act. Elec. Art., 4th Cl. . .	50
Elec. Art., 5th Cl. . .	51
Elec. Art. Apprentice . . .	52

Ch. Ord. Art., 1st Cl. . .	53
"    2nd Cl. . .	54
Ord. Art., 1st Cl. . .	55
"    2nd Cl. . .	56
"    3rd Cl. . .	57
"    4th Cl. . .	58
Act. Ord. Art., 4th Cl. . .	59
Ord. Art., 5th Cl. . .	60
Ord. Art. Apprentice . . .	61

Ch. Armourer . . .	62
Armourer . . .	63
Armourer's Mate . . .	64
Armourer's Crew . . .	65

### **ARTISAN BRANCH.**

Ch. Shipwt., 1st Cl. . .	66
"    2nd Cl. . .	67
Shipwright, 1st Cl. . .	68
"    2nd Cl. . .	69
"    3rd Cl. . .	70
"    4th Cl. . .	71
Act. Shipwt., 4th Cl. . .	72
Shipwright, 5th Cl. . .	73
Naval Shipwt. Appren. . .	74

Chief Joiner . . .	75
Joiner, 1st Cl. . .	76
"    2nd Cl. . .	77
"    3rd Cl. . .	78
"    4th Cl. . .	79
Act. Joiner, 4th Cl. . .	80
Joiner, 5th Cl. . .	81

### CONTENTS TABLE OF RATINGS AND ROYAL MARINES—*contd.*

### ARTISAN BRANCH—contd.

		No.
Black-smith.	Ch. Blacksmith	82
	Blacksmith, 1st Cl.	83
	" 2nd Cl.	84
	" 3rd Cl.	85
	" 4th Cl.	86
	Act. Blacksmith, 4th Cl.	87
	Blacksmith, 5th Cl.	88

Plumber.	{	Ch. Plumber	-	-	89
		Plumber, 1st Cl.	-	-	90
		„ 2nd Cl.	-	-	91
		„ 3rd Cl.	-	-	92
		„ 4th Cl.	-	-	93
		Act. Plumber, 4th Cl.	-	-	94
		Plumber, 5th Cl.	-	-	95

<b>Painter.</b>	{	Chief Painter	-	-	96
		Painter, 1st Cl.	-	-	97
		„ 2nd Cl.	-	-	98
		„ 3rd Cl.	-	-	99
		„ 4th Cl.	-	-	100
		Act. Painter, 4th Cl.	-	-	101
		Painter, 5th Cl.	-	-	102

Cooper.	{	Ch. Cooper	-	-	103
		Cooper, 1st Cl.	-	-	104
		„ 2nd Cl.	-	-	105
		„ 3rd Cl.	-	-	106
		„ 4th Cl.	-	-	107
		Act. Cooper, 4th Cl.	-	-	108
		Cooper, 5th Cl.	-	-	109

### MISCELLANEOUS.

<b>Sick Berth.</b>	{	Sick Berth C.P.O.	-	110
		" P.O.	-	111
		Ldg. S.B. Attendant	-	112
		S.B. Attendant	-	113
		" (Prob.)	-	114

<b>Writer.</b>	{	Ch. Writer	-	.	.	115
		1st Writer	.	.	.	116
		2nd Writer	.	.	.	117
		3rd Writer	.	.	.	118

<b>Supply.</b>	{	Supply, C.P.O.	-	-	119
		" P.O.	-	-	120
		Ldg. Supply Asst.	-	-	121
		Supply Asst.	-	-	122

<b>Regulating.</b>	{	Master-at-Arms	-	-	123
		Regulating P.O.	-	-	124

### MISCELLANEOUS—contd.

<b>Ship's Cook.</b>	{	Ch. P.O. Cook -	-	-	No. 125
		P.O. Cook -	-	-	126
		Ldg. Cook -	-	-	127
		Cook -	-	-	128
		Asst. Cook -	-	-	129

<b>Band (O.S.)</b>	{	Ch. Bandmaster (O.S.)	- 130
		Bandmaster (O.S.)	- 131
		Band Corporal (O.S.)	- 132
		Ship's Musician (O.S.)	- 133
		Bandsman (O.S.)	- 134

### Continuous Service.

Offr.'s Ch. Stwd. or Cook	135
Offr.'s Stwd. or Cook,	
1st Cl. - - -	136
Offr.'s Stwd. or Cook,	
2nd Cl. - - -	137
Offr.'s Stwd. or Cook,	
3rd Cl. - - -	138
Offr.'s Stwd. or Cook,	
4th Cl. - - -	139
Boy Servant - - -	140

**Officer's  
Steward  
and Cook.**

### Non-Continuous Service.

Offr.'s Ch. Stwd. or Cook	141
Offr.'s Stwd. or Cook, 1st Cl. - - -	142
Offr.'s Stwd. or Cook, 2nd Cl. - - -	143
Offr.'s Stwd. or Cook, 3rd Cl. (over 2 years) -	144
Offr.'s Stwd. or Cook (under 2 years) - - -	145
Boy Servant - - -	146

Draughtsman	-	-	-	-	-	147
Tailor	-	-	-	-	-	148
Shoemaker	-	-	-	-	-	149

**ROYAL MARINES.**

Warrant Officer, Class II.	-	-	150
Staff Clerk	-	-	151
Quartermaster-Sergeant	-	-	152
Barrack Quartermaster-Sergeant	-	-	153
Quartermaster-Sergeant Instructor	-	-	154
Company Sergeant Major	-	-	155
Armourer Quartermaster-Sergeant	-	-	156
Armourer Sergeant	-	-	157
Hospital Staff Sergeant	-	-	158
Drum Major	-	-	159
Bugle Major	-	-	160
Colour Sergeant	-	-	161

# PART I.—RATINGS, WAGES AND ALLOWANCES.

## ROYAL MARINES—*contd.*

	No.
Sergeant . . . . .	162
Corporal . . . . .	163
Musician or Bugler . . . . .	164
Gunner, R.M.A. . . . .	165
Private, R.M.L.I. . . . .	166
<hr/>	
Bandmaster, 1st Class . . . . .	167
2nd Class . . . . .	168
Band Corporal . . . . .	169
Musician . . . . .	170
Band Boy . . . . .	171

## AFRICANS, ASIATICS, &c.

	No.
Head Tindal . . . . .	172
Tindal (Battleships and Cruisers) . . . . .	173
Tindal (other vessels) . . . . .	174
Second Tindal . . . . .	175
Seedie . . . . .	176

Seedies.

## AFRICANS, ASIATICS, &c.—*contd.*

		No.	
Stoker Seedies.	{	Stoker Tindal (Battleships and Cruisers) . . . . .	177
		Stoker Tindal (other vessels) . . . . .	178
		Second Stoker Tindal . . . . .	179
		Stoker Seedie . . . . .	180
Kroomen.	{	Head Krooman (Battle- ships and Cruisers) . . . . .	181
		Head Krooman (other vessels)- . . . . .	182
		Second Head Krooman . . . . .	183
		Krooman- . . . . .	184

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked *. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>MILITARY BRANCH.</b>		
<b>Seaman.</b> <b>1.</b> Chief Petty Officer (Seaman Class) - - After 3 years as Chief Petty Officer - - With subsequent triennial increments to C.S. ratings of 6d. a day.	<i>s. d.</i> 8 6 E.P. 8 0* 9 0 E.P. 8 6*	10; B.; M.G.†
<b>2.</b> Petty Officer (Seaman Class) - - - After 3 years as such - - - After 6 years as such - - - Petty Officer (Special Service) - - - (To die out with present holders) After 3 years as P.O. (S.S.) - - - After 6 years as P.O. (S.S.) - - - (On re-engaging for 3 years to receive C.S. rates).	7 0 E.P. 6 6* 7 4 E.P. 6 10* 7 8 E.P. 6 6 6 10 7 2 .	8; B.; M.G.†
<b>3.</b> Leading Seaman - - - Over 1 year in rating if passed both educa- tionally and professionally for Petty Officer ( <i>see</i> (C)). Leading Seaman (Special Service) - - - Over 1 year as such if passed for Petty Officer ( <i>see</i> (C)).	5 3 4 9* 5 6 5 0* 4 9 5 0	6; B.; M.G.†

Note Cancelled.

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) *See* Articles 380, 381. (B) Not less than five years' combined service as Petty Officer or Petty Officer, 1st Class (O.S.) and Petty Officer, 2nd Class (O.S.), or Leading Seaman, over three years, passed for Petty Officer. *See also* Art. 378.

(E) A.B. (F) *See* (F) of Petty Officer for men rated Acting C.P.O. as Coxswain in certain classes of submarines.

(A) *See* Articles 380, 381. (B) One year's seagoing service as Leading Seaman; must hold a Gunnery or Torpedo rating not lower than confirmed S.G. or S.T. and be recommended by Captain of last seagoing ship. To be rated "Acting" (Art. 376a). *See also* Art. 378. (C) *Educational*. As for Leading Seaman if not already passed. Professional (may be taken at any time after being rated leading seaman) (*Oral*). (1) In Seamanship, including a good knowledge of the Boat's Signal Book and a sufficient knowledge of Morse to make or read a flashing message at a slow rate; semaphore; thorough knowledge of the rule of the road at sea and the use of sound signals in connection with alterations of course; management of boats under steam, sail, and oars; helm, compass and lead; splicing in hemp and wire; anchor work; rigging sheers and derricks; the general duties of a Petty Officer. (2) On the watertight fittings, pumps, and simple constructive details of the ship in which the candidate is serving. (3) Writing up the Log Book; understanding ordinary printed instructions on technical matters. (D) The Executive and Navigating Officers, Boatswain and Warrant Shipwright. (E) A.B. (F) Men rated "Acting" Petty Officer on qualifying for Gunner †, Gunner or Gunner (T) are to be confirmed as Petty Officers at the end of 12 months if recommended in all respects for Warrant rank. *See* Art. 337. Men not so recommended are to revert to Leading Seaman. Non-substantive ratings of S.G. or S.T. must be relinquished on promotion to P.O. Petty Officers are only to be selected for duty as Admiral's Coxswain when no C.P.O. is available.

Time as Acting C.P.O. while employed as Admiral's Coxswain or as coxswain of certain classes of destroyers and submarines is to count as P.O. time only for advancement, increase of pay and service pension. Such acting rating carries C.P.O. pay and allowances \_\_\_\_\_, but is to be relinquished on ceasing the duty. (*See also* Art. 1436, Clause 4.) The Acting rating is to be shown on the Service Certificates of the men affected in "Special Recommendations" column, page 2, with inclusive dates, thus: "Acting Chief Petty Officer (Admiral's Coxswain, Destroyers or Submarines), 1st March–30th June, 1922," the proper (lower) rating being shown continuously in the rating column in the body of the Certificate. On Ship's Ledgers the rating will be shown thus: "Petty Officer (Acting Chief Petty Officer) (Admiral's Coxswain, Destroyers or Submarines)."

(N. 2694/23 and 3843/23.)

(A) *See* Articles 380, 381. (B) One year's seagoing service as A.B. Must be recommended by Captain of last seagoing ship. *See also* Art. 378. (C) *Educational*. Must possess Educational Certificate, Part I; if rated, but not granted progressive pay, before 1st July, 1918, must obtain it as a condition of grant of the "over one year" rate of pay (Appendix X, Part XVII). *Professional*. Helm, compass and lead; acquaintance with steering arrangements; practical rigging; sailmaking; charge of boats under oars and sail; anchor work; semaphore; thorough knowledge of the rule of the road at sea and the use of sound signals in connection with alteration of course; a fair knowledge of the Boat's Signal Book and a sufficient knowledge of Morse to enable him to make or read a flashing message at a slow rate; general duties of a Leading Seaman. Ratings are eligible for examination for Leading Seaman at any time after being rated A.B. (D) The Executive Officer and Boatswain. (E) A.B.



1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked *. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Seaman—contd.</b>		
<u>4.</u> Able Seaman - - - - - After 3 years' man's service - - After 6 years' man's service - - - Able Seaman (special service) - - - After 3 years' man's service - - - After 6 years' man's service - - - (See paras. 5, 6 and 7 of Introduction to this Appendix).	<i>s. d.</i> 4 0 3 6* 4 3 3 9* 4 6 4 0* 3 6 3 9 4 0	5; B.; M.G.†; C.C.
<u>5.</u> Ordinary Seaman - - - - - Ordinary Seaman (special service) .	2 9 2 3* 2 3	3; C.C.
<u>6.</u> Boy 1st Class (C.S.) - - - - -	1 9	3.

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) Captain. (B) Over 18. (C) Six months' practical experience as Ordinary Seaman in part of ship after passing professional examinations (Art. 375, Cl. 4a). Educational Seamanship, Gunnery, Torpedo and Field Training examinations will be held monthly and, except the Educational examination for which 6 months' service as Ordinary Seaman is necessary, may be taken separately at any time after leaving Training Service or after first entry as Ordinary Seaman. *Educational*: Local test of standard fixed by Senior Officer of Squadron. *Arithmetic*: Selection of six from about eight easy questions on the first four rules, vulgar and decimal fractions and simple proportion. *Dictation*: Writing an easy passage to dictation. Advanced class boys and ratings holding Educational Certificate, Part 1, will be excused this educational examination. *Professional*: Seamanship (fairly efficient in steering, heaving the lead, rowing, knotting and splicing both hemp and wire rope, and the general duties of a seaman), Gunnery, Torpedo and Field training as laid down in the Gunnery and Torpedo Training Manuals; able to make and read semaphore at a slow rate: knowledge of colours and application of flags and pendants sufficient to make and look out a signal in the Boat's Signal Book. (D) The Executive Officer and others as detailed by Captain. (E) Cannot be disrated for punishment. (F) *See* (F) of Ordinary Seamen and Boy, 1st Class.

(N. 3260/23.)

(A) Captain. (B) Normally, 18, but *see* (F). (C) *Normally*, qualifying test as to whether fit to pass to care of Divisional Officer. *Early advancement*.—*See* Part XVIII, Section II, of Appendix X. (D) Ships' Officers detailed by Commanding Officer. (E) Cannot be disrated if 18 or over, but if advanced before 18 (*see* (F)) may be reduced at any time before reaching 18, and advanced again in the normal course. (F.) *Early Advancement*.

—(1) Boys definitely selected in the Training Service for special advancement are, if considered fit by their Commanding Officers, to be rated Ordinary Seaman without further examination after three months afloat, the date of advancement being ante-dated to the date of attaining  $17\frac{1}{2}$  (183rd day from and including 17th birthday).

(2) The following notation is to be made on the Service Certificates of Boys who qualify in the examination previous to selection for accelerated advancement, "qualified accelerated advancement (date and percentages of marks obtained in each section of the examination)." "Educationally" is to be added when the examination is passed educationally but not professionally. (3) Commanding Officers are to arrange that those boys who obtain a very high percentage of marks in the examination for accelerated advancement may, if otherwise suitable, advance as rapidly as possible through the various ratings with a view to becoming eligible for promotion to Mate at an early age. (4) Boys selected from those who have passed the qualifying examination as suitable in respect of character, service, self-reliance, physical fitness and capacity to hold their own among the ship's company may be specially rated Ordinary Seamen by Commanding Officers on attaining  $17\frac{1}{2}$  (183rd day from and including 17th birthday).

Monthly Return S. 52, the Ship's Ledger and the Service Certificate being noted accordingly. (5) *Delayed Advancement*.—Boys not considered fit for advancement at 18 years of age are to be reported to the Commander-in-Chief, and when they are advanced the circumstances are to be explained on Monthly Return S. 52. Boys are to be rated Ordinary Seaman on attaining  $18\frac{1}{2}$  years of age at the latest.

NOTE.—Paragraphs 2 to 5 above are applicable also to Signal Boys and Boy Telegraphists.

(N. 3260/23.)

(A) Captain of the Training Establishment. (B) and (C) If they have passed the swimming test and made satisfactory progress in school and technical instruction advanced class boys under training in a Training Establishment may be rated Boy 1st Class after 20 weeks and others after 27 weeks. Those who, coming from the recognised Mercantile Training Establishments and Greenwich Hospital School, omit the whole or part of the four weeks preliminary course may be rated correspondingly earlier. (D) Officers of the Training Establishment. (E) Cannot be disrated for punishment. (F) Boys of the Seamen, Signal and Telegraphist Branches who have shown promise in the Training Service are not to be lost sight of in the general service. Accordingly, a notation will be made on the Service Certificates of all Advanced Class, Instructor or P.O. Boys when they leave the Training Service to indicate to Officers in seagoing ships those who by their Training Service progress are likely to be fitted for early advancement. (*See also* (F) of Ordinary Seaman).

1.—Rating. Continuous Service :— (C.S. = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked *. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Share; Badges; Medal and Gratuity; Classed for Conduct.
<b>Seaman—contd.</b>	<i>s. d.</i>	
<u>7.</u> Boy 2nd Class (C.S.) - . . . .	1 0	3.
<u>8.</u> Chief Petty Officer (O.S.) (Seaman Class) - After 3 years as Chief Petty Officer With subsequent triennial increments of 6d. a day.	8 0 E.P. 8 6	10; B.; M.G.†
<u>9.</u> First Class Petty Officer (O.S.) (Seaman Class). After 3 years as P.O.I. - . . . After 6 years as P.O.I. - . . .	6 6 E.P. 6 10 7 2	8; B.; M.G.†
<u>10.</u> Second Class Petty Officer (O.S.) (Seaman Class).	5 6 E.P.	6; B.; M.G.†
<b>Sailmaker.</b> <u>11.</u> Chief Sailmaker (C.S.) - . . . . After 3 years as such - . . . . With subsequent triennial increments of 6d. a day.	9 0 E.P. 9 6	10; B.; M.G.†
<u>12.</u> Sailmaker - . . . . . After 3 years as such - . . . . After 6 years as such - . . . .	7 6 E.P. 7 0* 7 10 E.P. 7 4* 8 2 E.P. 7 8*	8; B.; M.G.†
<u>13.</u> Sailmaker's Mate - . . . . . After 3 years as such - . . . .	5 9 E.P. 5 3* 6 0 E.P. 5 6*	6; B.; M.G.†
SIGNAL BRANCH.		
<b>Signal.</b> <u>14.</u> Chief Yeoman of Signals (C.S.) - . . . After 3 years as such - . . . . With subsequent triennial increments of 6d. a day.	9 0 E.P. 9 6	10; B.; M.G.

# **PART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A)** Authority to give Rating. **(B)** Age, previous service and other qualifications required. **(C)** Nature of examination.  
**(D)** Examining Officers. **(E)** Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. **(F)** Remarks.

\_\_\_\_\_

**(A)** Captain of Training Establishment. **(B)** and **(F)** *See* Recruiting Instructions. **(C)** Able to read, write and do simple arithmetic. The lowest test is to read a passage of about 50 words \_\_\_\_\_ and to write a passage of not more than six lines from the same book, slowly read once, and then dictated word by word. Arithmetic—First four rules, simple; Money—addition and subtraction only (see specimens in Recruiting Instructions). \_\_\_\_\_ **(D)** A Captain or Commander, Lieutenant, and Medical Officer. \_\_\_\_\_ (N. 801/23.)

**(A)** *See* Articles 380, 381, 387. **(B)** Not less than five years' combined service, as Petty Officer, 1st and 2nd Class. (O.S.). *See also* Art. 378. **(E)** A.B.

**(A)** *See* Article 380, 381, 387. **(B)** Rated only from Petty Officers, 2nd Class (O.S.), *See also* Article 378. **(E)** A.B.

**(A)** Rating to die out with present holders. **(E)** A.B.

**(A)** *See* Article 381. **(B)** Must be well recommended by Commanding Officer after at least two years' seagoing service as Sailmaker before being allowed to pass for Chief Sailmaker. *See also* Article 378. **(C)** General knowledge of trade, workmanship, aptitude, &c. **(D)** Commander of Home Depôt. **(E)** A.B.

**(A)** *See* Article 381. **(B)** Two years as Sailmaker's Mate before passing professionally for Sailmaker. Must be recommended by Captain of a seagoing ship at any time after one year's seagoing service as Sailmaker's Mate; Captain's certificate to be sent to Depôt. To be rated "Acting" (Art. 378a). *See also* Art. 378. **(C)** *Educational.*—Must possess Educational Certificate, Part I (Appendix X, Part XVII). *Professional.*—General knowledge of trade, workmanship, aptitude, &c., must have passed also in Gunnery and Field Training. **(D)** *At Home*: Commander of Depôt. *Abroad*: Executive Officer of Dockyard not below the rank of Commander. **(E)** A.B. (N. 1900/23 and 2694 23.)

**(A)** Commodore of Depot. **(B)** Over 18. **(C)** Examination after undergoing Course in depôt in general knowledge of Sailmaker Trade, workmanship, aptitude, &c. **(D)** Commander of Home Depôt. **(E)** A.B. **(F)** Must pass in Gunnery and Field Training as soon as possible after being rated.

**(A)** *See* Arts. 380, 381. **(B)** Fit to take charge of the Signal Department of a Battleship. Not less than 5 years' combined service as Yeoman of Signals and 2nd Yeoman (O.S.), or Leading Signaller over three years passed for Yeoman of Signals. *See also* Art. 378. **(E)** Signaller. **(F)** *See* "Courses of Instruction and Examination of Officers and Men in Signals."

**APP. XV.—SHIP'S COMPANY, &c.—**

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked *. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Signal—contd.</b>	<i>s. d.</i>	
<b>15. Yeoman of Signals (C.S.)</b> - - - - -	7 6 E.P.	8; B.; M.G.
After 1 year as such if recommended by Commanding Officer, or after 3 years in any case. (See (F)).	7 10	
After 3 years from date of receiving 7s. 10d.	8 2	
<b>16. Leading Signalman (C.S.)</b> - - - - -	5 9	6; B.; M.G.
After 1 year as such and passed for Yeoman of Signals. (See (C) & (F)).	6 0 E.P.	
<b>17. Signalman (C.S.)</b> - - - - -	4 3	5; B.; M.G.; C.C.
After 3 years' man's service - - - - -	4 6	
After 6 years' man's service (see paras. 5, 6 and 7 of Introduction to this Appendix).	4 9	
<b>18. Ordinary Signalman (C.S.)</b> - - - - -	2 9	3; C.C.
<b>19. Signal Boy (C.S.)</b> - - - - -	1 9	3.

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.
- \_\_\_\_\_ | \_\_\_\_\_

(A) *See* Arts. 380, 381. (B) Two years as Leading Signalmán, including one year of seagoing service; must be recommended by Captain of last seagoing ship. Fit to take charge of the signal staff of a Cruiser not allowed a Signal Boatswain. To be rated "Acting" (Art. 376a). *See also* Art. 378. (C) *Educational*.—As for Leading Signalmán if not already passed. *Professional*.—*See* "Courses of Instruction and Examination of Officers and Men in Signals." (D) For provisional examination as for Leading Signalmán. For final examination Officers of Signal School. (E) Signalmán (F) May be examined provisionally at any time after six months as Leading Signalmán. The increase of pay after one year as Yeoman of Signals is not to be awarded unless the Commanding Officer is fully satisfied with the zeal, ability, and conduct of the man, nor prior to the date of confirmation in rating. Independently of the rule in Art. 376a, an Acting Yeoman of Signals is not to be granted the confirmed rating of Yeoman of Signals until he has passed finally for the rating. On passing finally, confirmation may be antedated to the date on which the Captain considers the man deserving of confirmation (Art. 376a). If he fails in the final examination he is to revert to Leading Signalmán forthwith. If a man is not recommended for progressive pay by his Commanding Officer after one year the increased rate of 7s. 10d. may be given at such time not less than six months thereafter as he may be recommended. The date on which a Yeoman of Signals is granted first progressive pay is to be noted on his Service Certificate at the foot of page 3, thus: "Granted first progressive pay as Yeoman of Signals . . ." \_\_\_\_\_ | \_\_\_\_\_

(N. 2694/23.)

(A) *See* Arts. 380, 381. (B) Two years as Signalmán, one of which must have been seagoing service. Must be recommended for advancement by Captain of last seagoing ship, and capable of taking charge of a Signal Watch. *See also* Art. 378. (C) *Educational*.—Must possess Educational Certificate, Part I, *see* Appendix X, Part XVII; if rated but not granted progressive pay before 1st July, 1918 must obtain it as a condition of grant of the "over one year" rate of pay. *Professional*.—*See* "Courses of Instruction and Examination of Officers and Men in Signals." (D) Commissioned Officer qualified in Signals and Signal Boatswain, or, if the latter is not available, a Chief Yeoman of Signals. If a competent Officer is not available to examine ratings on detached service the Commander-in-Chief is to make the best arrangements possible. (E) Signalmán. (F) May be examined for Leading Signalmán after one year as Signalmán. Ratings failing to pass are not to compete again until the second quarter after failure. The date and result of examination are to be noted in the "Remarks" column of the ledger. Ratings are not to be granted the increased rate of pay until they pass finally for Yeoman of Signals, when payment of the increased rate is to be antedated to the date of passing the provisional examination (or the latest provisional examination if more than one), or to that of completing one year as Leading Signalmán, whichever is the later. Failure at a final examination renders nugatory success at a previous provisional examination.

(A) Captain. (B) Nine months as Ordinary Signalmán, including six months seagoing service. (C) *See* "Courses of Instruction and Examination of Officers and Men in Signals." (D) Commissioned Officer qualified in or possessing a good knowledge of signalling duties and a Signal Boatswain, or, if the latter is not available, a Chief Yeoman or Yeoman of Signals. (E) Cannot be disrated for punishment. (F) Men failing to pass for Signalmán are not to be re-examined for three months. A second and each subsequent failure is to involve a further delay of six months.

(A) Captain. (B) Normally 18, but *see* (F) of Ordinary Seaman. (C) No examination if rated at 18. *See* Appendix X, Part XVIII, Section 2, for examination for early advancement. (D) Signalmán. (E) Cannot be disrated if 18 or over, but if advanced before 18 may be reduced at any time before reaching 18 and advanced again in the normal course. \_\_\_\_\_ | \_\_\_\_\_

(A) Captain of Shotley Training Establishment. (B) Selected from suitable boys in the Training Establishments. (C) *See* "Courses of Instruction and Examination of Officers and Men in Signals." (D) Captain, Portsmouth Signal School, Adviser on Education and Officers of Shotley Training Establishment. (E) Cannot be disrated for punishment. (F) For early and delayed advancement *see* (F) of Ordinary Seamen and (F) of Boy, 1st Class.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked *. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Wireless Telegraphy.</b> <u>20.</u> <i>Chief Petty Officer Telegraphist</i> (C.S.) - - - After 3 years as such - - - - With subsequent triennial increments of 6d. a day.	<i>s. d.</i> 9 0 E.P. 9 6	10; B.; M.G.
<u>21.</u> <i>Petty Officer Telegraphist</i> (C.S.) - - - After 1 year as such if recommended by Commanding Officer, or after 3 years in any case. (See (F)). After 3 years from date of receiving 7s. 10d.	7 6 E.P. 7 10 8 2	8; B.; M.G.
<u>22.</u> <i>Leading Telegraphist</i> (C.S.) - - - After 1 year as such if passed for P.O. Tel. (See (F)).	5 9 6 0 E.P.	6; B.; M.G.
<u>23.</u> <i>Telegraphist</i> (C.S.) - - - - After 3 years' man's service - - - After 6 years' man's service - - - (See paras. 5, 6 and 7 of Introduction to <u>this Appendix</u> ).	4 3 4 6 4 9	5; B.; M.G.; C.C.
<u>24.</u> <i>Ordinary Telegraphist</i> (C.S.) - - -	2 9	3; C.C.

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.
- 

(A) *See* Arts. 380, 381. (B) Fit to take charge of the wireless department of a Flagship; not less than five years' combined service as P.O. Telegraphist and Leading Telegraphist over three years passed for P.O. Telegraphist. *See also* Art. 378. (E) Telegraphist. (F) *See* "Courses of Instruction and Examination of Officers and men in Signals."

(A) *See* Arts. 380, 381. (B) Two years as Leading Telegraphist, including one year of seagoing service. To be rated "Acting" (Art. 376a). *See also* Art. 378. (C) *See* "Courses of Instruction and Examination of Officers and Men in Signals." (D) For provisional examination as for Leading Telegraphist. For final examination Officers of Signal School. (E) Telegraphist. (F) May be examined provisionally at any time after six months as Leading Telegraphist. The increase of pay after one year as Petty Officer Telegraphist is not to be awarded unless the Commanding Officer is fully satisfied with the zeal, ability and conduct of the man, nor prior to the date of confirmation in rating. Independently of the rule in Art. 376a, an Acting Petty Officer Telegraphist is not to be granted the confirmed rating of Petty Officer Telegraphist until he has passed finally for the rating. On passing finally, confirmation may be antedated to the date on which the Captain considers the man deserving of confirmation (Art. 376a). If he fails in the final examination he is to revert to Leading Telegraphist forthwith. If a man is not recommended for progressive pay by his Commanding Officer after one year, the increased rate of 7s. 10d. may be given at such time not less than six months thereafter as he may be recommended. The date on which a Petty Officer Telegraphist is granted first progressive pay is to be noted on his Service Certificate at the foot of page 3, thus: "Granted first progressive pay as Petty Officer Telegraphist. . ."

(N. 2694/23.)

(A) *See* Arts. 380, 381. (B) Two years as a Telegraphist, including one year's seagoing service; *see also* Art. 378. (C) *See* "Courses of Instruction and Examination of Officers and Men in Signals." (D) A commissioned officer qualified in W/T duties and a Warrant Telegraphist, or, if the latter is not available, a C.P.O. Telegraphist. If a competent Officer is not available to examine ratings on detached service the Commander-in-Chief is to make the best arrangements possible. (E) Telegraphist. (F) May be examined for Leading Telegraphist after one year as Telegraphist. Ratings failing to pass are not to compete again until the second quarter after failure. The date and result of examination are to be noted in the "Remarks" column of the ledger. Ratings who have not passed the "higher standard" test are not to be granted the increased rate of pay until they pass finally for P.O. Telegraphist, when payment of the increased rate is to be antedated to the date of passing the provisional examination (or the latest provisional examination if more than one), or to that of completing one year as Leading Telegraphist, whichever is the later. Failure at a final examination renders nugatory success at a previous provisional examination.

(A) Captain. (B) Over 18. Nine months as Ordinary Telegraphist, including six months' seagoing service. (C) *See* "Courses of Instruction and Examination of Officers and Men in Signals." (D) Commissioned Officer qualified in or possessing a good knowledge of W/T and a Warrant Telegraphist, or, if the latter is not available, a C.P.O. Telegraphist or P.O. Telegraphist. (E) Cannot be disrated for punishment. (F) Men failing to pass for Telegraphist are not to be re-examined for a further period of three months. A second and each subsequent failure is to involve a further delay of six months.

(A) Captain. (B) Normally 18, but *see* (F) of Ordinary Seaman. (C) No examination if rated at 18; *see* Appendix X, Part XVIII, Section 2, for examination for early advancement. (D) As for Telegraphist. (E) Cannot be disrated if 18 or over, but if advanced before 18 may be reduced at any time before reaching 18 and advanced again in the normal course.



<b>1.—Rating.</b> Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	<b>2.—Wages per day :</b> Non-C.S. rates marked *. E.P. (See Art. 1435.)	<b>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</b>
<u>25.</u> <i>Boy Telegraphist (C.S.)</i>	<i>s. d.</i> 1 9	3.
<b>ENGINEER BRANCH.</b> <b>E.R.A.</b>		
<u>26.</u> <i>Chief Engine Room Artificer, 1st Class (C.S.)</i>	12 6 E.P.	10; B.; M.G.
<u>27.</u> <i>Chief Engine Room Artificer, 2nd Class (C.S.)</i>	11 6 E.P.	10; B.; M.G.

## ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) Captain of Shotley Training Establishment. (B) Selected from suitable boys at the Training Establishments; special entries from the G.P.O. in certain cases until 31st March, 1924. (C) *See* "Courses of Instruction and Examination of Officers and Men in Signals." (D) Captain, Portsmouth Signal School, Adviser on Education and Officers of Shotley Training Establishment. (E) Cannot be disrated. (F) For early and delayed advancement *see* (F) of Ordinary Seaman and (F) of Boy, 1st Class.

(A) *See* Art. 378. (B) Six years as Chief Engine Room Artificer, 2nd Class, including acting time; *see also* Art. 378. (E) Engine Room Artificer, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) *See* (F) Acting E.R.A., 4th Class.

(A) *See* Art. 381. (B) Six years, of which three years must have been seagoing service, as Engine Room Artificer, 4th Class, and above, including the period of acting time allowed to reckon. Must be in possession of a Certificate that he is capable of taking charge of the engines of a small ship, and a Certificate by the Captain and the Engineer Officer of the last Ship served in, that he is considered fit for advancement to the rating of Chief Engine Room Artificer. *See also* Art. 378. (C) 1st, Educational—arithmetic, including a knowledge of the first four rules as applied to Weights and Measures, Vulgar and Decimal Fractions; 2nd, Practical Questions, such as ascertaining, approximately, the capacity of a coal bunker, the contents of an oil tank or cylindrical vessel, or the area of a valve, &c.; 3rd, Knowledge of Engineering. A general knowledge of the construction of marine engines and boilers, and the management of the same; 4th, the methods best adapted for preventing and making good the ordinary casualties occurring in an engine or boiler room; 5th, the management of boilers generally, also density of water, and the injury to boilers likely to result from deposits of all kinds. 6th, the admission and exhaust of the steam to and from the cylinders by means of the slide or other valves fitted for this purpose. 7th, a fairly good acquaintance with indicator diagrams and torsion meter, and the manner in which they are used for calculating the horse-power of an engine. 8th, the adjustment of bearings and fitting of brasses, &c. Must have completed four years as E.R.A., 4th Class and above, including the period of acting time allowed to reckon, before taking the examination for Chief E.R.A., 2nd Class.

E.R.A.'s (Patternmakers and Moulders) will not be required to pass the prescribed examination in engineering to qualify for advancement to C.E.R.A. 2nd Class. *See* (F). Acting E.R.A., 4th Class. NOTE.—The passing certificates, both provisional and for confirmation, are to be forwarded to the Commodore of the Dépôt to which the man is attached. A notation of the date of examination, and the result obtained, is to be made on the Service Certificates of successful candidates. If a candidate passes a specially good examination, the passing certificate is to be noted as "special mention." (D) An Engineer Rear Admiral or Engineer Captain and an Engineer Commander or Engineer Lieutenant-Commander. In the event of an Engineer Captain not being available, this examination may be carried out by the Engineer Commander (D) in seagoing Flotillas. May be provisionally examined by two Engineer Officers, one of whom must not be below the rank of Engineer Lieutenant-Commander, but must present himself for final examination at first opportunity. (E) Engine Room Artificer, 5th Class, or 4th Class, *see* Art. 776, Clause 1. (F) To be acting for one year. At the expiration of this period he is to be confirmed by the Captain, if considered fit, unless rated after provisional examination only, in which case he is to remain acting until he has been finally examined, when, if he passes, confirmation is to be antedated to day following expiration of one year's acting time. If he fails he is to revert to his former rating and cannot be re-examined until after the expiration of three months. If, at the expiration of one year's acting time, he is not considered fit for confirmation, the case is to be submitted to the Commander-in-Chief or Senior Officer on the Station for authority to revert him to his former rating. For specially meritorious service an Engine Room Artificer who has completed the minimum period of qualifying service, and has passed for Chief Engine Room Artificer, may be recommended to the Admiralty for promotion irrespective of his position on the roster, and in excess of the numbers allowed, the promotion being absorbed in the next vacancy. *See also* (F) of Acting E.R.A., 4th Class.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<u>E.R.A.—contd.</u> <u>28.</u> <i>Engine Room Artificer, 1st Class (C.S.)</i> - - Provided he has engaged to complete time for pension.	<i>s. d.</i> 11 0 E.P.	10; B.; M.G.
<u>29.</u> <i>Engine Room Artificer, 2nd Class (C.S.)</i> -	10 6 E.P.	10; B.; M.G.
<u>30.</u> <i>Engine Room Artificer, 3rd Class (C.S.)</i> -	10 0 E.P.	10; B.; M.G.
<u>31.</u> <i>Engine Room Artificer, 4th Class (C.S.)</i> -	9 6 E.P.	10; B.; M.G.
<u>32.</u> <i>Acting Engine Room Artificer, 4th Class (C.S.)</i>	9 6	10.

## **PART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—**(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

**A) See Art. 379.** (B) Twelve years as Engine Room Artificer, 4th Class and above, including the period of acting time allowed to reckon; *see also* Art. 378. (E) Engine Room Artificer, 5th Class, or 4th Class, *see* Art. 776, Clause 1. (F) *See* Acting E.R.A., 4th Class.

**A) See Art. 379.** (B) Seven years as Engine Room Artificer, 4th Class and above, including the period of acting time allowed to reckon. *See also* Art. 378. (E) Engine Room Artificer, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) *See* Acting E.R.A., 4th Class.

**A) See Art. 379.** (B) Three years as Engine Room Artificer, 4th Class and above, including period of acting time allowed to reckon. Must have obtained Engine Room Watch Certificate (*see* (F), Acting E.R.A., 4th Class); *see also* Art. 378. (E) Engine Room Artificer, 5th Class or 4th Class; *see* Art. 776, Clause 1. (F) *See* Acting E.R.A., 4th Class.

**A) Captain.** (B) One year as acting, and must produce a certificate from the Engineer Officer, approved by his Captain, that he is capable of taking charge of a watch in the stokehold, and has proved himself an efficient workman, and is deserving of confirmation. This certificate is required for a provisional examination; if entered direct from shore must also qualify in a course of disciplinary training. (C) As for Acting Engine Room Artificer, 4th Class. (D) Candidates at a Home Port, by an Engineer Rear-Admiral and an Engineer Commander, or Engineer Lieutenant-Commander; candidates in ships away from a Home Port, by an Engineer Captain; candidates abroad, by an Engineer Captain or by two Engineer Officers not below the rank of Engineer Lieutenant-Commander, in the presence of a Captain or Commander. If an Engineer Captain is not available, this examination may be carried out by the Engineer Commander (D) in seagoing Flotillas. Provisional examination allowed by two Engineer Officers (or by one if no other be available), in the presence of the Captain, but final examination by the proper Officers must be held at the earliest opportunity. For (E) and (F) *see* Acting E.R.A., 4th Class.

(A) Commodore of the Depôt for direct entries at home: Commander-in-Chief, Mediterranean, for men entered in Malta Dockyard; and Captain for those rated from Engine Room Artificer, 5th Class. (B) For men entered direct from shore, 21 to 28; men over 28 not to be entered without Admiralty authority; must be an Engine Fitter, Boiler-maker, Smith, or Coppersmith, and occasionally a Pattern Maker and Moulder may be accepted. If entered at Malta must be of British parentage and have fully served his time as Apprentice. For rating up of Engine Room Artificers, 5th Class, to Acting Engine Room Artificer, 4th Class, *see* E.R.A., 5th Class; *see also* Art. 378.

(C) *Educational*—Arithmetic, including first four rules, simple and compound, vulgar and decimal fractions, and simple interest. Dictation. Reading. *Practical*—Be generally acquainted with the names and uses of the different parts of marine engines; understand the use and management of the various gauges—of the feed, injection, and blow-off cocks; know how to test the density and height of water in the boilers, and what should be done in the event of priming; also know what should be done in the event of water passing into the cylinders, or of a bearing becoming heated; and how to act on the occurrence of any of the ordinary casualties of an engine room. A candidate, who holds a 1st Class or 2nd Class Engineer's Board of Trade Certificate, and can produce properly attested certificates of character and ability from the works in which he has learned his trade, and from the Officers of the ships in which he has served, is to be entered without any further professional examination. (D) Engineer Rear-Admiral and an Engineer Commander or Engineer Lieutenant-Commander. (E) Men entered direct from shore cannot be disrated for punishment. Others, Engine Room Artificer, 5th Class, *see* Art. 776, Clause 1. (F) An Engine Room Artificer counts the whole of his acting time as confirmed time, provided he passes the necessary examination for confirmation within 18 months of being rated Acting Engine Room

<p>1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.</p>	<p>2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)</p>	<p>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</p>
<p><b>E.R.A.—contd.</b> <b>32. Acting Engine Room Artificer, 4th Class (C.S.)</b> —contd.</p>	<p>s. d.</p>	
<p><b>33. Engine Room Artificer, 5th Class (C.S.)</b></p>	<p>6 6</p>	<p>6.</p>

# ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

ificer, 4th Class. When no opportunity occurs for an Acting Engine Room artificer to pass the required examination at the end of 12 months' probation, before proper Examining Officers, he may be examined provisionally—*see* (D) of E.R.A., 1st Class—the date and result of such provisional examination being noted on the man's Service Certificate and Ship's Ledger. If he fails to pass under the above provisions within 18 months of being rated Acting Engine Room Artificer, 4th Class, by 18 months of his acting time will be allowed to count at whatever period of his service may pass. Any Acting Engine Room Artificer who fails to pass within three years from the date of being rated Acting Engine Room Artificer, 4th Class, or whose conducting probation is unsatisfactory, is to be reported to the Admiralty; in order that the question of his retention in the service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his failure to pass or for details as to misconduct. An Engine Room Artificer, other than E.R.A.'s, Pattern Maker and Moulder (*see* below) must obtain a Certificate from the Engineer Officer, approved by the Captain, that he is capable of taking charge of a watch in the engine room of a small ship in order to become eligible to be rated E.R.A., 3rd Class; this is to be noted on his Service Certificate and in the next return, S. 184 c, d, or e. When the Captain and the Engineer Officer consider that an Engine Room Artificer is in all respects capable of taking charge of the engines of a small ship, and is deserving of being placed in that position, he is to be given a certificate accordingly, and this is also to be noted on his Service Certificate and in the next return, S. 184 c, d, or e. No Engine Room Artificer (other than E.R.A.'s, Pattern Makers and Moulders—*see* below) will be promoted to the rating of Chief Engine Room Artificer who has not obtained this certificate. The want of the certificates of capability to take charge of a watch in the stokehold, or in the engine room of a small ship, or of the engines of a small ship, is to be noted on the current ship's ledger and the man's Service Certificate. If otherwise eligible and recommended as deserving of advancement, E.R.A.'s (Pattern Makers and Moulders) may be advanced to E.R.A., 3rd Class, and above, without obtaining the certificate of capability of taking charge of a watch in the stokehold. Similarly, E.R.A.'s (Pattern Makers and Moulders) will not be required to hold the certificate of capability of taking charge of the engines of a small ship as a condition for advancement to C.E.R.A. The Depot records and Service Certificates of ratings advanced without obtaining these certificates are to be noted to the effect that they are eligible only for workshop duties in Harbour Establishments and Repair Depot Ships, &c. The names of E.R.A.'s (Pattern Makers and Moulders) who desire to obtain these certificates in order to qualify for advancement to warrant rank are to be reported to Depot in order that arrangements may be made for them to be drafted to suitable ships as supernumeraries, to give them an opportunity to qualify. (N. 801/23.)

A) Admiralty. (B) and (C) over 18; must have completed the course of training for Engine Room Artificer Apprentice, and have passed the necessary examination. (D) Board of Officers appointed by Admiralty. (E) Cannot be disrated. (F) On passing out of the Mechanical Training Establishment Engine Room Artificers, 5th Class, are to be drafted to seagoing ships as supernumeraries and are there to undergo a further course of one year's training described in the Engineering Manual. Engine Room Artificers, 5th Class, are to be carefully examined as to their capabilities by the Engineer Officer at the expiration of each period of six months of this course of training and, if they pass both examinations satisfactorily, are to be rated Acting Engine Room Artificer, 4th Class, as from one year from the date of being rated Engine Room Artificer 5th Class (unless recommended for accelerated advancement—*see* below). A notation of the result of the examination at the end of the first period of six months is to be placed on the Service Certificates of ratings passing as "Passed (V.G., Good, Fair or Moderate) Auxiliary Watchkeeping Course," and with the Service Certificates of ratings who fail. Engine Room Artificers, 5th Class, are not to commence the second period of six months' training until they have successfully passed the examination at the end of the first period. Failure to pass at the expiration of either period of six months will entail one month's extra training for each failure and consequent loss of time towards advancement. On passing out of the Mechanical Training Establishment a certain number of Engine Room Artificers, 5th Class, may be recommended by the Inspecting

<p>1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.</p>	<p>2.—Wages per day Non-C.S. rates marked*. E.P. (See Art. 1425.)</p>	<p>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</p>
<p><b>E.R.A.—contd.</b> <b>33. Engine Room Artificer, 5th Class (C.S.)—contd.</b></p>	<p>s. d.</p>	
<p><b>34. Engine Room Artificer Apprentice (C.S.)</b> -</p>	<p>—</p>	<p>3.</p>
<p>First year - - - - -</p>	<p>1 0</p>	
<p>Second year - - - - -</p>	<p>1 6</p>	
<p>Third year - - - - -</p>	<p>2 0</p>	
<p>Fourth year - - - - -</p>	<p>2 6</p>	
<p><b>Stoker.</b> <b>35. Chief Mechanician, 1st Class (C.S.)</b> -</p>	<p>12 6 E.P.</p>	<p>10; B.; M.G.</p>
<p><b>36. Chief Mechanician, 2nd Class (C.S.)</b> -</p>	<p>11 6 E.P.</p>	<p>10; B.; M.G.</p>

## ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of Examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

tain for accelerated advancement to Acting Engine Room Artificers, 4th Class, as in six or nine months from the date of being rated Engine Room Artificer, 5th Class, and a notation to this effect will be attached to their Service Certificates. On passing examinations referred to above the selected ratings may have their advancement to Acting Engine Room Artificer, 4th Class, ante-dated to the date recommended if the Inspecting Captain's recommendation is concurred in by the Engineer Officer of the ship in which they are serving. Engine Room Artificers, 5th Class, are not eligible for accelerated advancement to Acting Engine Room Artificer, 4th Class, if they have not been recommended by the Inspecting Captain of Mechanical Training Establishments, or if they fail to pass the examination after each period of six months' training afloat. An Engine Room Artificer, 5th Class, has not completed the one year's training afloat or qualified for advancement on attaining eighteen months' seniority, the case is to be submitted with a full report to the Admiralty for instructions. (N. 3386/23.)

1) Admiralty. (B), (C) and (D); between 15 and 16 years. For particulars as to method of entry, subjects of examination, &c., *see* published handbook. (E) Cannot be disrated for punishment. (F) On entry, Engine Room Artificer Apprentices will be placed on ship's books and borne for training at Portsmouth. They will be liable to discharge for misconduct or for failure to make satisfactory progress, and the advancement from one rate of pay to the next above will be dependent on good conduct and ability. At the expiration of the course of training, and on passing the required examination, they will be rated Engine Room Artificer, 5th Class.

A) *See* Art. 379. (B) Six years as Chief Mechanician, 2nd Class, including acting time; *see also* Art. 378. (E) Stoker, 1st Class. (F) *See* (F) Mechanician.

A) *See* Art. 381. (B) Six years as Mechanician, of which three years must have been in seagoing service. Must be in possession of a certificate that he is in all respects capable of taking charge of the engines of a small ship; *see also* Art. 378. (C) (1st) Educational: Arithmetic, including a knowledge of the first four rules as applied to weights and measures; vulgar and decimal fractions. (2nd) Practical questions, such as ascertaining, approximately, the capacity of a coal bunker, the contents of an oil tank or cylindrical vessel, or the area of a valve, &c. (3rd) Knowledge of engineering: A general knowledge of the construction of marine engines and boilers, and the management of the same. (4th) The methods best adapted for preventing and making good the ordinary casualties occurring in an engine or boiler room. (5th) The management of boilers generally, also density of water, and the injury to boilers likely to result from deposits of all kinds. (6th) The admission and exhaust of the steam to and from the cylinders by means of the slide or other valves fitted for this purpose. (7th) A fairly good acquaintance with indicator diagrams and torsion meter, and the manner in which they are used for calculating the horse-power of an engine. (8th) The adjustment of bearings and fitting of brasses, &c. Must have completed 4 years as Mechanician, including the period of acting time allowed to reckon before taking the examination for Chief Mechanician.

NOTE.—The passing certificates, both provisional and for confirmation, are to be forwarded to the Commodore of the Depot to which the man is attached. A notation of the date of examination, and the result, is to be made on the Service Certificates of successful candidates. If a candidate passes a specially good examination, the passing certificate is to be noted as "Special Mention." (D) An Engineer Rear-Admiral or Engineer Captain and an Engineer Commander or Engineer Lieutenant-Commander. In the event of an Engineer Captain not being available, this examination may be carried out by the Engineer Commander (D) in seagoing flotillas. May be provisionally examined by two Engineer Officers, one of whom must not be below the rank of Engineer Lieutenant-Commander; but must present himself for final examination at first opportunity. (E) Stoker, 1st Class. (F) To be acting for one year. At the expiration of this period he is to be confirmed by the Captain, if considered fit, unless rated after provisional examination only, in which case he is to remain acting until he has been finally examined, when, if he passes, confirmation is to be antedated to day following expiration of one



[illegible]

## ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be desirated or reduced for punishment, *see* Art. 776. (F) Remarks.

r's acting time. If he fails he is to revert to his former rating. If, at the expiration of one year's acting time he is not considered fit for confirmation the case is to be submitted to the Commander-in-Chief or Senior Officer on the Station for authority to re-rate him to his former rating. For specially meritorious service a Mechanician who has completed the minimum period of qualifying service and has passed for Chief Mechanician is to be recommended to the Admiralty for promotion, irrespective of his position on the list and in excess of the number allowed, the promotion being absorbed in the next vacancy; *see also* (F) Mechanician.

For acting rating: Admiralty. For confirmation: Captain. (B) Must undergo three years' course of training in the Mechanical Training Establishment, and be a Stoker Petty Officer of two years' seagoing service (acting and confirmed), unless he possesses exceptional qualifications and is specially recommended by the Commanding Officer as fit to become a candidate for Mate (E), in which case he may, after confirmation, be charged to depot to permit of his being sent to the Mechanical Training Establishment the first opportunity, instead of completing the full term of two years' service; must be under the age of 32, and possess 6/9 normal vision, at the time of commencement of qualifying course under the same conditions as for Stokers on entry. Candidates who have less than 5 years to serve to complete their first continuous service engagement, must be required to re-engage for 12 years, or, if with not less than 10 years' pensionable service, to complete time for pension before commencing the course; *see also* Art. 378.

Skill in workmanship as well as a written examination in the subjects taught. (C) Board of Officers appointed by the Admiralty. (E) Stoker, 1st Class. (F) (I) Candidates for Mechanician, provisionally selected and rated Acting Stoker Petty Officers by the Inspecting Captain of Mechanical Training Establishments at the close of the three months' course for Leading Stokers, are to be specially reported upon, on Form S.234, by the Engineer Officer of the Ship, 18 months after being so rated. These reports, approved by the Captain, are to be sent to the Commander-in-Chief, Portsmouth, for information of the Inspecting Captain of Mechanical Training Establishments. The report is to state whether the man is confirmed as Stoker Petty Officer, and whether in the opinion of the Engineer Officer of the Ship his general intelligence and ability and the satisfactory performance of his duties as a Stoker Petty Officer render him a suitable candidate for the Mechanician Course. Before the candidates provisionally selected by the Inspecting Captain join the qualifying course for Mechanician they must have completed two years' service (acting and confirmed) as Stoker Petty Officer, unless they possess exceptional qualifications and are specially recommended as likely to become candidates for Mate (E)—*see* (B) above. Acting Stoker Petty Officers rated under the foregoing conditions, before confirmation in rating, must declare their intention of qualifying and serving as Mechanicians if finally selected for the qualifying course. If unwilling to undergo the course they are to revert to Leading Stoker instead of being confirmed as Stoker Petty Officer, and a notation of the cause of reversion is to be made in the Service Certificate and in the "Remarks" column of the Ledger.

II. In addition to the above, Stoker Petty Officers in seagoing ships who have passed through the three months' Mechanical Training Course, but have not been provisionally selected for the Mechanician Course, may be recommended subsequently for the latter course, in which case they are to be reported upon in the same manner as the candidates referred to in (I). Men so recommended are not eligible to join the Mechanician Course until they have had two years' seagoing service after completing the Mechanical Training course, of which at least six months must have been seagoing service as Stoker Petty Officer. No man is to be so recommended unless he is of "superior" ability and possesses such qualifications as, in the opinion of his Commanding Officer, make him a suitable candidate in all respects for the rating of Mechanician.

NOTE.—There are two courses for Mechanician in each year, commencing about 1st January and 1st July. The list of names of candidates recommended under Section II above should accordingly be despatched so as to arrive not later than 1st November and 1st May in each year respectively.

The final selection for the Mechanician Course will be made by the Inspecting Captain from amongst the men favourably reported on from seagoing service, and arrangements are to be made whereby those who are finally selected return to England at the first

<p>1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.</p>	<p>2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)</p>	<p>3.—Prize Bounty and Salvage Shares. Badges; Medal and Gratuity; Classed for Conduct.</p>
<p><b>Stoker—contd.</b> <b>37. Mechanician (C.S.)—contd.</b></p>		
<p><b>38. Chief Stoker (C.S.)</b> . . . .</p> <p>After 3 years in the rating . . . .</p> <p>With subsequent triennial increments of 6d. a day.</p> <p>_____   _____</p>	<p>9 0 E.P.</p> <p>9 6</p>	<p>10; B.; M.G.</p>

# ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

portunity after they have completed the prescribed qualifying service. At the conclusion of the course men who qualify will be rated Acting Mechanicians by the Admiralty, and be drafted as supernumeraries to seagoing service for one year's further training. An Acting Mechanician will be eligible to be examined for confirmation on completing twelve months' seagoing service, provided he is recommended, and holds the Certificates A, B, C, and D.

- (A) Taking full charge of a boiler room with the boilers working at full power.  
(B) Taking full charge of one set of main engines developing at least half-power.  
(C) Readily taking and working out indicator diagrams, or reading the torsion meter and calculating the horse-power developed with the engines running at speeds as in (B).  
(D) Efficiently running all the auxiliaries both inside and outside the engine room and stokeholds.

On obtaining the above certificates and before confirmation Acting Mechanicians are to undergo an examination by an Engineer Captain :—

- (i) On the casualties that are likely to occur underway in the engine and boiler rooms, and the means taken to remedy or prevent them.  
(ii) On the leads of pipes, uses of valves, names and uses of the several parts of the machinery and boilers.  
(iii) On the details of auxiliaries such as the Weir's pump, steering engine and controlling box, distillers, &c.  
(iv) General duties and precautions such as handling men, making up engine room rough registers, precautions when coaling, on opening fresh bunkers, &c.

On passing the above examinations an Acting Mechanician is to be confirmed, and, provided that he has passed within 18 months of being rated Acting Mechanician the whole of his acting time counts as confirmed time. If he fails to pass within that period only 18 months of his acting time will be allowed to count at whatever period of his service he may pass. Any Acting Mechanician who fails to pass within three years from the date of being rated Acting Mechanician or whose conduct during probation is unsatisfactory is to be reported to the Admiralty. A full statement of his case is to be made giving any reasons which may exist for his failure to pass or any details as to misconduct. Full particulars of passing, failure to pass, &c., are to be noted in the "Remarks" column of the Ship's Ledger.

A Mechanician is to be considered qualified to keep watch in charge of the engine room of a small ship if he has 2 years' confirmed service and is in possession of Certificates A, B, C and D above.

When the Captain and Engineer Officer consider that a Mechanician is in all respects capable of taking charge of the engines of a small ship, and is deserving of being placed in that position, he is to be given a certificate accordingly, and this is also to be noted in his Service Certificate, the current ledger and in the next return S.184 c, d, or e.

(A) See Arts. 380 and 381. (B) Two years as Stoker Petty Officer. Must have been granted a certificate of qualification to take charge of a stokehold, when steaming. Must pass a qualifying examination before an Engineer Captain, or the Engineer Officer of the Flagship when no Engineer Captain is borne on the Station. In the event of an Engineer Captain not being available, this examination may be carried out by the Engineer Commander (D) in seagoing flotillas. May pass provisionally before the Engineer Officer of the ship in which he is serving; and the fact of his having done so is to be noted on his Certificate and on the Ship's Ledger. He must, however, present himself for final examination at the first opportunity. Failure at this examination will entail the reversion to Stoker Petty Officer of a rating advanced after provisional examination only. Stoker Petty Officers who obtain the Stokehold Certificate qualifying them for increased rate of pay after three years are to be regarded as having passed in that subject for Chief Stoker; *see also* Art. 378. (C) Knowledge of duties, and of Arts 350 and 508 of Engineering Manual, 1917, also use of various parts of machinery and boilers. \_\_\_\_\_  
(D) *See* under (B). (E) Stoker, 1st Class.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Stoker—contd.</b> <u>39. Stoker Petty Officer (C.S.)</u> - - - - - After 3 years as such if in possession of Stokehold Certificate. <i>See (F).</i> After 6 years as such if in possession of Stokehold Certificate. <i>See (F).</i> <i>Stoker Petty Officer (Special Service). (See              footnote).</i> After 3 years as such if in possession of Stokehold Certificate _____ After 6 years as such if in possession of Stokehold Certificate _____ On re-engaging for 3 years to receive C.S. rates.	<i>s. d.</i> 7 6 E.P. 7 10 8 2 7 0 7 4 7 8	8; B.; M.G.‡
<u>40. Leading Stoker (C.S.)</u> - - - - - After 3 years in rating - - - - - <i>Leading Stoker (Special Service). (See foot-              note).</i> After 3 years as such - - - - - On re-engaging for 3 years to receive C.S. rates.	5 9 E.P. 6 0 5 3 5 6	6; B.; M.G.‡
<u>41. Acting Leading Stoker (C.S.)</u> - - - - -	5 9	6; B.; M.G.

*Note.*—The ratings of Stoker Petty Officer (S. S.) and Leading Stoker (S.S.) are to die out with present holders.

## ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) For Mechanician candidates, Captain; for others, *see* Arts. 380 and 381.  
(B) Mechanician candidates: one year as Acting Stoker Petty Officer; others: one year in the confirmed rating of Leading Stoker. Must possess 6/9 normal vision, using both eyes. To be rated "Acting" (Art. 376a). *See also* Art. 378. (C) and (D) Must have qualified for the rating at the expiration of the three months' mechanical training course, or, if not so qualified must pass the Educational Test, Part I (Appendix X, Part XVII), and an examination by the Engineer Officer as to capability of undertaking the duties of a Stoker Petty Officer, including ability to write up the Engine Room Rough Register. (E) Stoker, 1st Class. (F) Acting Leading Stokers, under 29½ years of age, and possessing 6/9 normal vision who attain necessary standard at Leading Stokers' Mechanical Training Course and are considered suitable to qualify for Mechanician, may be rated Acting Stoker Petty Officer by the Inspecting Captain, Mechanical Training Establishments. If considered fit they are to be confirmed after one year in the acting rating, provided they declare their intention of qualifying and serving as Mechanicians if finally selected for the qualifying course. If not considered fit for confirmation, or in the event of their being unwilling to undergo the Mechanician Course, they are to revert to Leading Stoker instead of being confirmed as Stoker Petty Officer, and a notation of the cause of reversion is to be made on the Service Certificate and in the "Remarks" column of the Ledger. (*See* Mechanician.) No increment of pay is to be granted to Stoker Petty Officers who have not passed for Chief Stoker, or who have not, during their service as Stoker Petty Officer, been examined and found qualified to take charge of a stokehold when steaming. This examination is to be held by the Engineer Officer of the ship, a notation of the date of passing being inserted on the man's history sheet and in the "Remarks" column of the Ship's Ledger. Candidates provisionally selected for Mechanician and sent to sea as Acting Stoker Petty Officers are not to be employed as Yeoman of Stores or Engineer's Writers.

(N. 2694/23 & N. 3163/23.)

(A) Commodore, R.N. Barracks. (B) and (C) One year as Acting Leading Stoker. Must have undergone the prescribed Mechanical Training Course and qualified at the examination held on its conclusion. (D) Inspecting Captain of Mechanical Training Establishments and Staff. (E) Stoker, 1st Class. (F) Acting Leading Stokers whose opportunity to undergo the Mechanical Training Course is delayed by foreign or other service, may, on passing the examination, have their confirmation antedated to the date on which they completed one year in the acting rating.

(A) Captain. (B) Two years as Stoker, 1st Class; men within two years of the completion of their first Continuous Service engagement are not eligible for the rating unless they re-engage to complete time for pension; must have undergone successfully the "Auxiliary Machinery" Course (*see* (F), Stoker, 1st Class). *See also* Art. 378. (C) and (D) Must be selected by the Engineer Officer as giving good promise of the qualities necessary in a Petty Officer, and showing the most intelligent knowledge of their general duties, must have a knowledge of, and be able to work, simple examples in the first four rules of arithmetic, do simple sums in money involving addition and subtraction only, and be able to read and write fairly; must show a fair knowledge of one of the following trades: Fitter and Turner, Boilermaker and Smith, Coppersmith, Moulder. (E) Stoker, 1st Class. (F) \_\_\_\_\_ Facilities are to be given to any promising candidate to obtain the necessary knowledge of one of the approved trades, and also to improve his education by attending school. The following rules are to be observed with respect to granting the rating:—

(i) The numbers of Acting Leading Stokers to be rated are to be regulated by the complements laid down from time to time for each ship, which are not to be exceeded except as provided in paragraph (iv) below.

(ii) Acting Leading Stokers are to be retained in Ships in commission with full crews until paying off, when they are to be discharged to their Depôts with a view to their being sent to the Mechanical Training Establishments at the first opportunity to undergo three months' course for confirmation.

<p>1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.</p>	<p>2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)</p>	<p>3.—Prize Bounty and Salvage Share; Badges; Medal and Gratuity; Classed for Conduct.</p>
<p><b>Stoker—contd</b> <b>41. Acting Leading Stoker (C.S.)—contd.</b></p>	<p>s. d.</p>	

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(iii) Acting Leading Stokers serving in ships of the Reserve Fleet are to be withdrawn for the three months' course when the \_\_\_\_\_ crew turns over or when the ship completes to full complement, but no Acting Leading Stoker is to be withdrawn from a ship temporarily completed.

(iv) In addition to the number of Acting Leading Stokers authorised in the complement, a selection is to be made of a further number of intelligent and suitable Stokers, 1st Class who are to be put through the course for Acting Leading Stoker on board ship and rated Acting Leading Stoker on the ship paying off or turning over, when they are to be discharged to go through the three months' course. This additional number is fixed at  $7\frac{1}{2}$  per cent. of the total number of Acting Leading Stokers and Stokers allowed, but Captains (D) may rate one Acting Leading Stoker from each fully commissioned Destroyer under their orders, irrespective of the fact that  $7\frac{1}{2}$  per cent. of the numbers of Acting Leading Stokers and Stokers allowed in these vessels is less than one. Captains (D) are, however, to be responsible that only men who are fully up to the standard are rated Acting Leading Stokers in their Flotillas. (N. 3268/23.)

(v) The length of service of the men chosen for the training and the rating should be such that at the time of paying off or turning over they will be eligible for the three months' course in the Mechanical Training Establishments, viz., have completed three years as Acting Leading Stoker and Stoker, 1st Class, combined.

(vi) Exceptionally intelligent young Acting Leading Stokers who are specially recommended by the Commanding Officer as likely to become candidates for Mate (E), may be discharged to Depot to permit of their being sent to the Mechanical Training Establishment for the three months' course as soon as possible, irrespective of the rules as to service and the date of the ship's paying off mentioned above.

Acting Leading Stokers, whose conduct or ability is unsatisfactory or who fail to qualify at the conclusion of the three months' course, are to revert to Stoker, 1st Class.

(A) Captain. (B) Over 19; as a general rule must have served as Stoker, 2nd Class, for one year, but men who display special ability may be rated earlier; must have a fair knowledge of rifle exercises. In special cases Stokers, 2nd Class, under 19, may be rated Stoker, 1st Class, in seagoing ships if certified fit for the rating. (C) Efficiency as a Fireman when boiler is working at full power; ability to attend and lubricate a bearing; knowledge of the names and uses of the principal tools in ordinary use in the Engine Room Department; an intelligent use of the more simple ones, e.g., spanner, hammer, and chisel, file, screwdriver; ability to plait gasket for packing; a fair knowledge of the Stokers' Manual. (D) Engineer Officer. (E) Cannot be disrated for punishment. (F) As soon as possible in the commission the Engineer Officer is to select the most intelligent and promising of the Stokers, 1st Class, and put them through a course of attending in turn all classes of auxiliary machinery in the ship. This is to be done without the formation of regular classes of instruction or dislocating ordinary duties. From men so trained a further selection is to be made for rating of Acting Leading Stokers (*see* Acting Leading Stoker). A return showing the names of the men who have satisfactorily undergone the auxiliary machinery course, during the previous six months, and of those under training, is to be rendered to the Commander-in-Chief on the completion of each six months after the date of commissioning. A notation (Auxiliary Watch Certificate) of all men who have undergone this course satisfactorily is to be made on their history sheets and also in the engine room register.

(A) Captain. (B) Over 18. (C) Must read and write fairly. (D) The Executive Officer. (E) Cannot be disrated for punishment. (F) Height and chest measurement are subject to variation according to directions from the Admiralty. May wear badges if on rejoining from Badge ratings or on entering from the Marines they are already in possession of badges. *See* Part II (Special Service System).



<p><b>1.—Rating.</b>  <b>Continuous Service :—</b>  (C.S.) = obligatory; † = not permitted;  optional in other Ratings.</p>	<p><b>2.—Wages per day :</b>  Non-C.S. rates marked*. E.P.  (See Art. 1435.)</p>	<p><b>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</b></p>
<p><b>ELECTRICAL AND ORDNANCE ARTIFICERS AND ARMOURERS.</b></p> <p><b>Electrical Artificer.</b></p>		
<p><u>44.</u> <i>Chief Electrical Artificer, 1st Class (C.S.)</i> -</p>	<p>12 6 E.P.</p>	<p>10; B.; M.G.</p>
<p><u>45.</u> <i>Chief Electrical Artificer, 2nd Class (C.S.)</i> -</p>	<p>11 6 E.P.</p>	<p>10; B.; M.G.</p>
<p><u>46.</u> <i>Electrical Artificer, 1st Class (C.S.)</i> . . . -</p> <p>Provided he has re-engaged to complete time for pension.</p>	<p>11 0 E.P.</p>	<p>10; B.; M.G.</p>

# PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) *See* Art. 379. (B) Six years as Chief Electrical Artificer, 2nd Class, including acting time; *see also* Art. 378. (E) Electrical Artificer, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) *See* (F) Acting Electrical Artificer, 4th Class.

(A) *See* Art. 381. (B) Six years, of which three years must have been seagoing service as Electrical Artificer, 4th Class and above, including the period of acting time allowed to reckon; \_\_\_\_\_ a certificate by the Captain and the Lieutenant (T) of the last ship served in, that he is considered fit for advancement to the rating of Chief Electrical Artificer, and clearly stating his ability to instruct and take charge of ratings; *see also* Art. 378. (C) (1) A good knowledge of all types of electrical machines and other electrical apparatus used in the Service. (2) Ability as a practical workman in repairing the same. (3) A good knowledge of the construction and maintenance in repair of Whitehead torpedoes. NOTE.—Electrical Artificers who have already passed the examination for Warrant Electrician need not be required to undergo this examination. Must have completed four years as Electrical Artificer, 4th Class and above, including the period of acting time allowed to reckon, before taking the examination for Chief Electrical Artificer, 2nd Class. In order that Electrical Artificers who become eligible by length of service to pass for Chief Electrical Artificer, 2nd Class, without having had an opportunity to complete their training in the Torpedo Schools, may not be handicapped in endeavouring to pass the complete provisional examination afloat for Chief Electrical Artificer—*see* (D)—or/and the confirming examination in the Torpedo Schools, the following procedure is to be adopted. The provisional examination at sea is to include only those subjects (Whitehead or Electricity) in which the candidate was completely trained in his Torpedo School. The examination on his return to Torpedo School is also to be limited to those subjects. In the event of a candidate passing he will be given instruction in the remainder of the subjects which he had previously missed, followed by an examination in those subjects. A candidate will not be regarded as passed for Chief Electrical Artificer, 2nd Class, until he has qualified in all subjects, but, if successful the effective date of passing will be that of the provisional examination, or of the first examination after return to Torpedo School if he has not been provisionally examined. If a candidate fails in the first examination after return to Torpedo School he will become available for draft without completing the remainder of the subjects. (D) Officers of a Torpedo School at a Home Port. May be provisionally examined by one Lieutenant (T) in the presence of a Captain or Commander, but must present himself for final examination at a Torpedo School at first opportunity. \_\_\_\_\_ (E) Electrical Artificer, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) To be acting for one year. At the expiration of this period he is to be confirmed by the Captain if considered fit, unless rated after provisional examination only, in which case he is to remain acting until he has been finally examined in the Torpedo School, when, if he passes, confirmation is to be antedated to day following completion of one year's acting time. If he fails he is to revert to his former rating and cannot be re-examined until after the expiration of three months. If at the expiration of one year's acting time he is not considered fit for confirmation, the case is to be submitted to the Commander-in-Chief or Senior Officer on the Station for authority to revert him to his former rating. For specially meritorious service an Electrical Artificer who has completed the minimum period of qualifying service, and has passed for Chief Electrical Artificer, may be recommended to the Admiralty for promotion irrespective of his position on the roster, and in excess of the numbers allowed, the promotion being absorbed in the next vacancy; *see also* (F) Acting Electrical Artificer, 4th Class.

(A) *See* Art. 379. (B) Twelve years as Electrical Artificer, 4th Class and above, including the period or acting time allowed to reckon; *see also* Art. 378. (E) Electrical Artificers, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) *See* Acting Electrical Artificer, 4th Class.

<b>1.—Rating.</b> Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	<b>2.—Wages per day :</b> Non-C.S. rates marked*. E.P. (See Art. 1435.)	<b>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</b>
<b>Electrical Artificer—contd.</b>		
<u>47.</u> <i>Electrical Artificer, 2nd Class (C.S.)</i> - -	10 6 E.P.	10; B.; M.G.
<u>48.</u> <i>Electrical Artificer, 3rd Class (C.S.)</i> - -	10 0 E.P.	10; B.; M.G.
<u>49.</u> <i>Electrical Artificer, 4th Class (C.S.)</i> - -	9 6 E.P.	10; B.; M.G.
<u>50.</u> <i>Acting Electrical Artificer, 4th Class (C.S.)</i> -	9 6	10.

# **PART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) *See* Art. 379. (B) Seven years as Electrical Artificer, 4th Class and above, including the period of acting time allowed to reckon; *see also* Art. 378. (E) Electrical Artificer, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) *See* Acting Electrical Artificer, 4th Class.

(A) *See* Art. 379. (B) Three years as Electrical Artificer, 4th Class and above, including the period of acting time allowed to reckon. Must have obtained the Certificate mentioned in (F) of Acting Electrical Artificer, 4th Class. *See also* Art. 378. (E) Electrical Artificer, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) *See* Acting Electrical Artificer, 4th Class.

(A) Captain. (B) One year as Acting Electrical Artificer, 4th Class. Must produce a certificate from the Lieutenant (T) of his ship, approved by the Captain, that he is a good workman and deserving of confirmation. For (E) and (F) *see* Acting Electrical Artificer, 4th Class.

(A) Captain of a Torpedo School for direct entries. Captain for those rated from Electrical Artificers, 5th Class. (B) For men entered direct from shore, 21 to 28; must be able-bodied men of good character, who are thoroughly efficient Fitters and Turners, or Instrument Makers with at least five years' practical experience. For rating up of Electrical Artificers, 5th Class, to Acting Electrical Artificer, 4th Class, *see* E.A., 5th Class. *See also* Art. 378. (C) Educational: as for Acting Engine Room Artificer, 4th Class. Practical: A Practical examination in fitting and turning or instrument making.

(D) Officers of a Torpedo School at a Home Port. (E) Men entered direct from shore cannot be disrated; others, Electrical Artificer, 5th Class, *see* Art. 776, Clause 1. (F) Acting Electrical Artificers, 4th Class, entered at the Torpedo Schools, will go through a course of instruction there, at the expiration of which they will be required to pass an examination to show that they have good ability as practical workmen in repairing and refitting electrical machines, and all electrical apparatus in use in the Service; good theoretical and practical knowledge of high and low power electricity; and good knowledge of the construction and repair of Whitehead torpedoes, torpedo tubes, and all fittings connected with them. On passing they will be drafted to seagoing service to complete their period of one year's probation. An Electrical Artificer can count the whole of his acting time as confirmed time provided that he obtains the necessary certificate from the Lieutenant (T) of his ship within eighteen months of being rated Acting Electrical Artificer, 4th Class. *See* (B) Electrical Artificer, 4th Class. If he fails to obtain this certificate within eighteen months of being rated Acting Electrical Artificer, 4th Class, only eighteen months of his acting time will be allowed to count at whatever period of his service he may obtain the certificate. If owing to sudden drafting requirements, an Acting Electrical Artificer, 4th Class, is drafted prior to the completion of his course, he is not to be debarred from advancement in due course if considered deserving, and may be confirmed in rating at the end of one year, provided that he obtains the necessary certificate from the Lieutenant (T) of his ship. (*See* (B) Electrical Artificer, 4th Class). The fact that he has been so confirmed is to be noted on the usual return, S. 184 or S. 184a, or b. Men so confirmed will be required to complete their Torpedo School courses as opportunity occurs.

Before an Electrical Artificer is advanced to the 3rd Class he must obtain a certificate from the Lieutenant (T), approved by the Captain, that he is competent to perform the duties of an Electrical Artificer, 3rd Class; this is to be noted on his Service Certificate, the Ship's Ledger, and in the next return, S. 184 or S. 184 a or b.

Any Acting Electrical Artificer who fails to pass out of the Torpedo School within eighteen months of the date of his first entry or who fails to obtain confirmation within three years of being rated Acting Electrical Artificer, 4th Class, or whose conduct during probation is unsatisfactory, is to be reported to the Admiralty in order that the question of his retention in the service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his failure to pass, or any details as to misconduct.

<p>1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.</p>	<p>2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)</p>	<p>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</p>
<p><b>Electrical Artificer—contd.</b> 51. <i>Electrical Artificer, 5th Class (C.S.)</i> . . .</p>	<p><i>s. d.</i> 6 6</p>	<p>6.</p>

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) For those rated from Electrical Artificer Apprentice, Admiralty. For direct Entries. Captain of a Torpedo School. (B) and (C) for those rated from Electrical Artificer Apprentice—over 18. Must have completed the course of training for Electrical Artificer Apprentice and have passed the necessary examination. For direct entries 19½ to 21; must be able-bodied men of good character, with at least three years' experience as Fitter and Turner, or Instrument Maker. *Educational*: As for Acting Engine Room Artificer. 4th Class. *Practical*: A practical examination in fitting and turning or instrument making. Must show promise of making an efficient Acting Electrical Artificer, 4th Class, on reaching the age of 21. (D) For those rated from Electrical Artificer Apprentice—Board of Officers appointed by Admiralty. For direct entries, Officers of a Torpedo School at a Home Port. (E) Cannot be disrated. (F) Electrical Artificers, 5th Class, rated from Electrical Artificer Apprentice.—On passing out of the Mechanical Training Establishment, Electrical Artificers, 5th Class, rated from Electrical Artificer Apprentice are to be drafted to a Torpedo School for a further period of six months' instruction, at the expiration of which they will be required to pass the examination detailed at (F) of Acting Electrical Artificer, 4th Class. A notation of the result of this examination is to be placed on the Service Certificates of ratings passing as "Passed for Electrical Artificer, 4th Class," and with the Service Certificate of ratings who fail. Failure to pass will entail one month's extra training for each failure, and consequent loss of time towards advancement. On passing ratings will be drafted to sea-going service, and, after six months in a seagoing ship, are, if recommended by the Torpedo Officer, to be rated Acting Electrical Artificer, 4th Class, as from one year from the date of being rated Electrical Artificer, 5th Class, or one month later for each failure to pass. On passing out of the Mechanical Training Establishment, a certain number of Electrical Artificers, 5th Class, may be recommended by the Inspecting Captain for accelerated advancement to Acting Electrical Artificers, 4th Class, as from six or nine months from the date of being rated Electrical Artificer, 5th Class, and a notation to this effect will be attached to their Service Certificate. On completing six months' seagoing service, the selected ratings may have their advancement to Acting Electrical Artificer, 4th Class, ante-dated to the date recommended if the Inspecting Captain's recommendation has been endorsed by the Captain of the Torpedo School and is concurred in by the Torpedo Officer of the ship on which they are serving. Electrical Artificers, 5th Class, are not eligible for accelerated advancement to Acting Electrical Artificer, 4th Class, if they have not been recommended by the Inspecting Captain of Mechanical Training Establishments or if they fail to pass the examination in the Torpedo School. If an Electrical Artificer, 5th Class, is not considered worthy of advancement after six months' seagoing service, the case is to be submitted with a full report to the Admiralty for instructions.

Electrical Artificers, 5th Class, entered at the Torpedo Schools will go through a course of instruction there at the expiration of which they will be required to pass the examination, detailed at (F) of Acting Electrical Artificer, 4th Class: they will also be required to have passed the trade test for direct entry Acting Electrical Artificer, 4th Class. On passing the examination and trade test, they will be drafted to seagoing service. Direct entry Electrical Artificers, 5th Class, will be rated Acting Electrical Artificers, 4th Class, on reaching the age of 21, provided they have finished their training, and are recommended by their Commanding Officers.

The advancement to Acting Electrical Artificer, 4th Class, of men who attain the age of 21 before completing the preliminary course, may be ante-dated to the date on which they reach that age if they are considered in all respects deserving. Direct entry Electrical Artificers, 5th Class, may be rated Acting Electrical Artificers, 4th Class, six months before reaching the age of 21, provided that they have completed one year's service from the date of entry, have finished their training, have been recommended for special advancement by the Torpedo School, and are considered by their Commanding Officer to be in all respects fitted for the rating of Electrical Artificer, 4th Class. The Torpedo School should be notified of any special advancement so made by the Commanding Officer who authorises it. An Electrical Artificer, 5th Class, who fails to pass out of the Torpedo School within two years from the date of his first entry, or whose conduct is unsatisfactory, is to be reported to the Admiralty in order that the question of his retention in the service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his failure to pass, or any details as to misconduct.

(N. 378/23.)

<p>1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.</p>	<p>2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)</p>	<p>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</p>
<p><b>Electrical Artificer—contd.</b>  <b>52. Electrical Artificer Apprentice (C.S.)</b>  First year . . . . .  Second year . . . . .  Third year . . . . .  Fourth year . . . . .</p>	<p><i>s. d.</i>  1 0  1 6  2 0  2 6</p>	<p>3.</p>
<p><b>Ordnance Artificer.</b>  <b>53. Chief Ordnance Artificer, 1st Class (C.S.)</b> .</p>	<p>12 6 E.P.</p>	<p>10; B.; M.G.</p>
<p><b>54. Chief Ordnance Artificer, 2nd Class (C.S.)</b> .</p>	<p>11 6 E.P.</p>	<p>10; B.; M.G.</p>

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) Admiralty. (B) Between 15 and 16 years. For particulars as to method of entry, subjects of examinations, &c., *see* published handbook. (E) Cannot be disrated. (F) On entry Electrical Artificer Apprentices will be placed on ship's books and borne for training at Portsmouth. They will be liable to discharge for misconduct or failing to make satisfactory progress, and advancement from one rate of pay to the next above will be dependent upon good conduct and ability. On the expiration of the course of training, and on passing the required examination, they will be rated Electrical Artificers, 5th Class.

(A) *See* Article 379. (B) Six years as Chief Ordnance Artificer, 2nd Class, including acting time. *See also* Art. 378. (E) Ordnance Artificer, 5th Class or 4th Class *see* Art. 776, Clause 1. (F) *See* (F) Acting Ordnance Artificer, 4th Class.

(A) *See* Article 381. (B) Six years, of which three years must have been seagoing service as Ordnance Artificer, 4th Class and above, including the period of acting time allowed to reckon; a certificate from the Gunnery Officer of the last ship served in, approved by the Captain, that he is considered fit for the rating of Chief Ordnance Artificer. The Certificate is to state clearly the candidate's ability to instruct and take charge of ratings. Service as Chief Armourer and Armourer (or three years for ex-Armourers who had less than three years' service as such at the date of transfer to Ordnance Artificer, 3rd Class), and as Engine-room Artificer, 4th Class and above, including acting time not exceeding 18 months, is to be counted as the equivalent of Ordnance Artificer time for this purpose for men transferred from those classes. Service as Armourer's Mate not exceeding two years is to be counted as the equivalent of Ordnance Artificer time for this purpose in the case of men transferred from the rating of Armourer's Mate who have attained the age of 27. *See also* Art. 378. (C) *Educational*: Arithmetic, with special reference to questions of a practical nature. *Professional*: A good general knowledge of sights, breech mechanisms, mountings, small arms, fire control instruments, &c., used in the Service, including a detailed knowledge of these in candidate's last ship. Ability as a practical workman in repairing the same. Simple mechanical drawing. Ordnance Artificers who have already passed the preliminary qualifying examinations for warrant rank need not be required to undergo this examination. Must have completed 4 years as Ordnance Artificer, 4th Class and above, including the period of acting time allowed to reckon, before taking the examination for Chief Ordnance Artificer, 2nd Class. (D) Officers of a Gunnery School at a Home Port. May be provisionally examined by a Lieutenant (G) and an Officer of the Ordnance Artificer Branch in the presence of a Captain or Commander, but must present himself for final examination at a Gunnery School at first opportunity.

(E) *See* C.O.A., 1st Class. (F) Candidates are to be examined before re-qualifying in the schools. To be acting for one year. At the expiration of this period he is to be confirmed by the Captain if considered fit, unless rated after provisional examination only, in which case he is to remain acting until he has been finally examined in the Gunnery School, when if he passes, confirmation is to be antedated to the day following completion of the year's acting time. If he fails he is to revert to his former rating and cannot be re-examined until after the expiration of three months. If at the expiration of one year's acting time he is not considered fit for confirmation, the case is to be submitted to the Commander-in-Chief or Senior Officer on the Station for authority to revert him to his former rating. For specially meritorious service an Ordnance Artificer who has completed the minimum period of qualifying service and has passed for Chief Ordnance Artificer, may be recommended to the Admiralty for promotion irrespective of his position on the roster and in excess of the numbers allowed, the promotion being absorbed in the next vacancy.

(N. 3236/23.)



**APP. XV.—SHIP'S COMPANY, &c.—**

<p align="center"><b>1.—Rating.</b> Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.</p>	<p align="center"><b>2.—Wages per day :</b> Non-C.S. rates marked*. E.P. (See Art. 1435.)</p>	<p align="center"><b>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</b></p>
<p><b>Ordnance Artificer—contd.</b></p> <p><u>55.</u> <i>Ordnance Artificer, 1st Class (C.S.)</i> . . . Provided he has re-engaged to complete time for pension.</p> <p><u>56.</u> <i>Ordnance Artificer, 2nd Class (C.S.)</i> . . .</p> <p><u>57.</u> <i>Ordnance Artificer, 3rd Class (C.S.)</i> . . .</p> <p><u>58.</u> <i>Ordnance Artificer, 4th Class (C.S.)</i> . . .</p> <p><u>59.</u> <i>Acting Ordnance Artificer, 4th Class (C.S.)</i> .</p>	<p align="center"><i>s. d.</i> 11 0 E.P.</p> <p align="center">10 6</p> <p align="center">10 0 E.P.</p> <p align="center">9 6 E.P.</p> <p align="center">9 6</p>	<p align="center">10; B.; M.G.</p> <p align="center">10; B.; M.G.</p> <p align="center">10; B.; M.G.</p> <p align="center">10; B.; M.G.</p> <p align="center">10.</p>

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) *See* Art. 379. (B) Twelve years as Ordnance Artificer, 4th Class and above, including the period of acting time allowed to reckon; Armourers transferred to Ordnance Artificer, 3rd Class, are eligible for advancement to Ordnance Artificer, 1st Class, after nine years as Ordnance Artificer, 3rd Class (Acting and Confirmed), and Ordnance Artificer, 2nd Class. *See also* Art. 378. (E) *See* C.O.A., 1st Class. (F) Chief Armourers of 4 years' seniority and above as Chief Armourer, transferred to the Ordnance Artificer Branch, are to be rated Ordnance Artificer, 1st Class. Ordnance Artificers transferred from E.R.A. are to count time served as E.R.A., 4th Class and above, including acting time not exceeding 18 months, towards the periods of service required for advancement in the Ordnance Artificer Branch.

(A) *See* Art. 379. (B) Seven years as Ordnance Artificer, 4th Class and above, including the period of acting time allowed to reckon; Armourers transferred to Ordnance Artificer, 3rd Class, are eligible for advancement to Ordnance Artificer, 2nd Class, after four years as Ordnance Artificer, 3rd Class (Acting and Confirmed). *See also* Art. 378. (E) *See* O.A., 1st Class. (F) Chief Armourers with less than 4 years' seniority as Chief Armourer transferred to the Ordnance Artificer Branch are to be rated Ordnance Artificer, 2nd Class, and on completing 4 years' total service as Chief Armourer and Ordnance Artificer, are eligible for advancement to Ordnance Artificer, 1st Class. Acting Chief Armourers, however, will be required to serve as Acting Ordnance Artificers, 2nd Class, until they complete one year's acting service in C.P.O. rating. Ordnance Artificers transferred from E.R.A. are to count time served as E.R.A., 4th Class and above, including acting time not exceeding 18 months, towards the period of service required for advancement in the Ordnance Artificer Branch.

(A) *See* Art. 379. (B) Three years as Ordnance Artificer, 4th Class and above, including the period of acting time allowed to reckon. Must have obtained the certificate mentioned in (F) of Acting Ordnance Artificer, 4th Class. *See also* Art. 378. (E) *See* C.O.A., 1st Class. (F) Ordnance Artificers transferred from E.R.A. are to count time served as E.R.A., 4th Class and above, including acting time not exceeding 18 months, towards the periods of service required for advancement in the Ordnance Artificer Branch. Armourers transferred to the Ordnance Artificer Branch will be rated Ordnance Artificers, 3rd Class. Acting Armourers transferred to the Ordnance Artificer Branch must complete six months' combined service as Acting Armourer and Acting Ordnance Artificer, 3rd Class, before they are eligible, subject to the recommendation of the Gunnery Officer, for confirmation in the latter rating. All Armourers transferred to Ordnance Artificer, 3rd Class (Acting or Confirmed), are to be regarded as having completed the necessary qualifying service for that rating on the date of transfer, irrespective of seniority as Armourer. Such ratings are eligible for advancement after the periods of service shown under (B) of Ordnance Artificer, 1st Class, and Ordnance Artificer, 2nd Class.

(A) Captain. (B) One year as Acting Ordnance Artificer, 4th Class, and must produce a certificate from the Gunnery Officer of his Ship, approved by the Captain, that he is a good workman and deserving of confirmation. (E) *See* Acting O.A., 4th Class. (F) Ordnance Artificers transferred from Acting E.R.A., 4th Class, are to count time served as such towards the period of service required for confirmation as Ordnance Artificer, 4th Class.

(A) Captain of a Gunnery School for direct entries. Captain for those rated from Ordnance Artificer, 5th Class. (B) For men entered direct from shore 21 to 28 years. Must be able-bodied men of good character, who are thoroughly efficient Fitters, or Fitters and Turners, with at least five years' practical experience as such. Apprenticeships having been interrupted in many cases owing to the War, 5 years' practical experience will not be insisted on before the 1st March, 1923, and up to that date recruits may be accepted who can pass the trade test for Acting Ordnance Artificer, 4th Class, without any condition as to length of apprenticeship provided that they were working at their trade up to the age of 18. For rating up of Ordnance Artificers, 5th Class, to Acting Ordnance Artificers, 4th Class, *see* O.A., 5th Class. *See also* Art. 378. (C) Educational: As for Acting Engine

**APP. XV.—SHIP'S COMPANY, &c.—**

[illegible]

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of Examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 778. (F) Remarks.

**Room Artificer, 4th Class.** *Practical:* A practical examination in fitting or fitting and turning. (D) Officers of a Gunnery School at a Home Port. (E) Men entered direct from shore cannot be disrated; others, Ordnance Artificer, 5th Class, *see* Art. 778, Clause 1. (F) Acting Ordnance Artificers, 4th Class, entered at the Gunnery Schools, will go through a course of instruction there, at the expiration of which they will be required to pass an examination. On passing they will be drafted to seagoing service to complete their period of one year's probation. An Ordnance Artificer can count the whole of his acting time as confirmed time, provided that he obtains the necessary certificate from the Gunnery Officer of his Ship within 18 months of being rated Acting Ordnance Artificer, 4th Class. If he fails to obtain the certificate within 18 months of being rated Acting Ordnance Artificer, 4th Class, only 18 months of his acting time will be allowed to count at whatever period of his service he may obtain the certificate. If, owing to sudden drafting requirements, an Acting Ordnance Artificer is drafted prior to the completion of his course he is not to be debarred from advancement in due course if considered deserving, and may be confirmed in rating at the end of one year provided that he obtains the necessary certificate from the Gunnery Officer of his Ship. (*See* (B) Ordnance Artificer, 4th Class.) The fact that he has been so confirmed is to be noted on the usual return, S. 184 or S. 184 a or b. Men so confirmed will be required to complete their Gunnery School courses as opportunity offers. Before an Ordnance Artificer is advanced to the 3rd Class he must obtain a certificate from the Gunnery Officer, approved by the Captain, that he is competent to perform the duties of an Ordnance Artificer, 3rd Class. The award of this certificate is to be noted on his Service Certificate and in the next return S. 184 or S. 184 a or b. Any Acting Ordnance Artificer, 4th Class, who fails to pass out of the Gunnery School within 18 months from date of first entry or who fails to obtain confirmation within three years of being rated Acting Ordnance Artificer, 4th Class, or whose conduct during probation is unsatisfactory, is to be reported to the Admiralty in order that the question of his retention in the Service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his failure to pass or any details as to misconduct.

Armourer's Mates and Armourer's Crews transferred will be rated Acting Ordnance Artificers, 4th Class, and will be confirmed in due course under the rules applicable to direct-entry candidates.

(A) For those rated from Ordnance Artificer Apprentice, Admiralty. For direct entries Captain of a Gunnery School. (B) and (C) For those rated from Ordnance Artificer Apprentice, over 18. Must have completed the course of training for Ordnance Artificer Apprentice, and have passed the necessary examination. For direct entries, 19½ to 21. Physically fit. Must have served at least 3 years' apprenticeship as fitter, or fitter and turner, and be able to pass an educational test (*see* (C) of Acting Engine Room Artificer, 4th Class), and a trade test in fitting and turning. Must show promise of making an efficient Acting Ordnance Artificer, 4th Class, on reaching the age of 21. (D) For those rated from Ordnance Artificer Apprentice, Board of Officers appointed by the Admiralty. For direct entries, Officers of a Gunnery School at a Home Port. (E) Cannot be disrated. (F) Ordnance Artificers, 5th Class, rated from Ordnance Artificer Apprentice.—On passing out of the Mechanical Training Establishment, Ordnance Artificers, 5th Class, rated from Ordnance Artificer Apprentice are to be drafted to a Gunnery School for a further period of six months' instruction, at the expiration of which they will be required to pass an examination.

A notation of the result of this examination is to be placed on the Service Certificates of ratings passing as "Passed for Ordnance Artificer, 4th Class," and with the Service Certificates of ratings who fail. Failure to pass will entail one month's extra training for each failure and consequent loss of time towards advancement. On passing, ratings will be drafted to seagoing service, and after six months in a seagoing ship are, if recommended by the Gunnery Officer, to be rated Acting Ordnance Artificer, 4th Class, as from one year from the date of being rated Ordnance Artificer, 5th Class, or one month later for each failure to pass. On passing out of the Mechanical Training Establishment, a certain number of Ordnance Artificers, 5th Class, may be recommended by the Inspecting Captain for accelerated advancement to Acting Ordnance Artificers, 4th Class, as from six or nine months from the date of being rated Ordnance Artificer,

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Ordnance Artificer—contd.</b>	<i>s. d.</i>	
<b>60. Ordnance Artificer, 5th Class (C.S.)—contd.</b>		
<b>61. Ordnance Artificer Apprentice (C.S.)</b>		
First year . . . . .	1 0	3.
Second year . . . . .	1 6	
Third year . . . . .	2 0	
Fourth year . . . . .	2 6	
<b>Armourer.</b>		
<b>62. Chief Armourer (C.S.)</b> . . . . .	10 0 E.P.	10; B.; M.G.
After 3 years as such . . . . .	10 6	
After 6 years as such . . . . .	11 0	

## PART I.—RATINGS, WAGES. AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

5th Class, and a notation to this effect will be attached to their Service Certificates. On completing six months' seagoing service the selected ratings may have their advancement to Acting Ordnance Artificer, 4th Class, ante-dated to the date recommended if the Inspecting Captain's recommendation has been endorsed by the Captain of the Gunnery School and is concurred in by the Gunnery Officer of the ship in which they are serving. Ordnance Artificers, 5th Class, are not eligible for accelerated advancement to Acting Ordnance Artificer, 4th Class, if they have not been recommended by the Inspecting Captain of Mechanical Training Establishments or if they fail to pass the examination in the Gunnery School. If an Ordnance Artificer, 5th Class, is not considered worthy of advancement after six months' seagoing service, the case is to be submitted with a full report to the Admiralty for instructions.

Ordnance Artificers, 5th Class, entered at the Gunnery Schools, will go through a course of instruction there, at the expiration of which they will be required to pass an examination: they will also be required to have passed the trade test for direct entry, Acting Ordnance Artificers, 4th Class. On passing the examination and trade test they will be drafted to seagoing service. Direct entry Ordnance Artificers, 5th Class, will be rated Acting Ordnance Artificers, 4th Class, on reaching the age of 21, provided they have finished their training and are recommended by their Commanding Officers. The advancement to Acting Ordnance Artificer, 4th Class, of men who attain the age of 21 years before completing the preliminary course may be ante-dated to the date on which they reach that age if they are considered in all respects deserving. Direct-entry Ordnance Artificers, 5th Class, may be rated Acting Ordnance Artificer, 4th Class, six months before attaining the age of 21, provided they have completed one year's service from date of entry, have finished their training, are recommended for special advancement by the Gunnery School, and are considered by their Commanding Officer to be in all respects fitted for the rating of Acting Ordnance Artificer, 4th Class. The Gunnery School should be notified of any special advancement so made by the Commanding Officer who authorises it. An Ordnance Artificer, 5th Class, who fails to pass out of the Gunnery School within two years from the date of his first entry, or whose conduct is unsatisfactory, is to be reported to the Admiralty in order that the question of his retention in the Service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his failure to pass, or any details as to misconduct. (N. 378/23.)

(A) Admiralty. (B) Between 15 and 16 years. For particulars as to method of entry, subjects of examination, &c., *see* published handbook. (E) Cannot be disrated. (F) On entry, Ordnance Artificer Apprentices will be placed on ship's books and borne for training at one of the Home Ports. They will be liable for discharge for misconduct or failing to make satisfactory progress, and advancement from one rate of pay to the next above will be dependent upon good conduct and ability. On the expiration of the course of training, and on passing the required examination, they will be rated Ordnance Artificers, 5th Class.

(A) *See* Art. 379. Rating to die out. (B) and (C) Five years as Armourer. Must have qualified for the rating in a Gunnery School. *See also* Art. 378. (D) Officers of a Gunnery School at a Home Port. May be provisionally examined afloat in workmanship, gunnery and Mechanical Drawing by a Board of Officers, consisting of Commander (G) on Staff of a Flag Officer, Lieutenant-Commander (G) or Lieutenant (G), and Warrant Ordnance Officer. Must have completed one year's seagoing service as Armourer before taking examination for Chief Armourer. (E) Armourer's Crew. (F) Armourers who have passed provisional examination only are to be rated Acting Chief Armourer when qualified under (B) and (C), and must pass the trade test and final examination in a Gunnery School before confirmation.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Armourer—contd.</b>	<i>s. d.</i>	
<b>63. Armourer (C.S.)</b> - - - - -	8 8 E.P.	8; B.; M.G.
After 3 years as such - - - - -	9 0	
<b>64. Armourer's Mate (C.S.)</b> - - - - -	8 0 E.P.	8; B.; M.G.
<b>65. Armourer's Crew (C.S.)</b> - - - - -	7 8 E.P.	8; B.; M.G.; C.C.
<b>ARTISAN BRANCH.</b>		
<b>Shipwright.</b>		
<b>66. Chief Shipwright, 1st Class (C.S.)</b> - - - - -	12 6 E.P.	10; B.; M.G.
<b>67. Chief Shipwright, 2nd Class (C.S.)</b> - - - - -	11 6 E.P.	10; B.; M.G.

## **PART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) *See* Art. 379. Rating to die out. (B) Five years as Armourer's Mate. Able to read and write fairly. Must have qualified for the rating in a Gunnery School. *See also* Art. 378. (C) and (D) As laid down in the Gunnery Training Manual. May be provisionally examined afloat in workmanship and gunnery by a Board of Officers, consisting of Lieutenant-Commander (G) or Lieutenant (G), and Warrant Armourer. Must have completed one year as Armourer's Mate and at least one year's seagoing service as Armourer's Crew and Armourer's Mate combined before taking examination for Armourer. (E) Armourer's Crew. (F) Armourer's Mates who have passed provisional examination only are to be rated Acting Armourer when qualified under (B) and must pass the trade test and final examination in a Gunnery School before confirmation.

(A) *See* Art. 379. Rating to die out. (B) Four years in Armourer Branch. Able to read and write fairly. Must have qualified for the rating in a Gunnery School. *See also* Art. 378. (C) and (D) As laid down in the Gunnery Training Manual. May be provisionally examined afloat in workmanship and gunnery by a Board of Officers consisting of Lieutenant-Commander (G) or Lieutenant (G) and Warrant Armourer. Must have completed one year as confirmed Armourer's Crew before taking examination for Armourer's Mate. (E) Armourer's Crew. (F) Armourer's Crews who have passed provisional examination only are to be rated Acting Armourer's Mate when qualified under (B), and must pass the trade test and final examination in a Gunnery School before confirmation.

(A) Rating to die out. (E) Cannot be disrated for punishment.

(A) *See* Art. 379. (B) Six years as Chief Shipwright, 2nd Class, including acting time. *See also* Art. 378. (E) Shipwright, 5th Class, or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Shipwright, 4th Class.

(A) *See* Art. 381. (B) Six years, of which three years must have been seagoing service, as Shipwright, 4th Class, and above, including the period of acting time allowed to reckon. *See also* Art. 378. (C) Must have passed Educational Test, Part I. *See also* (C) of Shipwright, 4th Class. Must be able to describe clearly, verbally or in writing, some of the principal parts of modern ships, the method of fitting and attaching to the hull any important parts, such as watertight doors or valves, and the steps taken both in building and repairs to ensure complete watertightness in every part of the ship requiring it. Must know correctly how to make watertight work where any plate or bar passes through a deck or bulkhead, and how to proceed on the work of carrying out the examination of the hull of a ship in order to detect signs of deterioration in any part. Must also have some general knowledge of the structure of a wooden ship; know how to take account of a job, and trim a piece of rough wood for any particular work, such as a plank in the bottom of a ship, or a shelf-piece, or to fit a strake in a boat, and should have a good general knowledge of the structure of service boats—sailing, steam and motor. Must know how wood, iron and steel masts and yards are constructed, and how to fish them in a ready and efficient manner. Must possess ability to calculate the proper proportions for making masts and yards from rough spars; ability to describe the manner in which one or two thicknesses of sheathing in wood-sheathed ships are secured, also the manner in which a wood deck is secured to steel beams, stringer-plates or steel deck; knowledge of the construction of the keel, stem, stern post and rudders of ships; how the stem, stern post, and shaft brackets are secured; how the stern tube is formed; how the bulkheads are secured to the ship's side, and how they are stiffened; how watertight doors and sluice-valves are formed and worked; how beams are secured to the ship's side; how half-beams are secured; how carlings are prepared and fitted; must possess ability to describe the transverse and longitudinal framing of a ship, and the formation of the double bottom, ability to show how plates are united to one another and to the frames, to describe the method of securing the armour to the ship, and to describe the pumping, flooding and draining arrangements in ships with or without double bottoms; also knowledge of the ventilating arrangements generally fitted in His Majesty's Ships, and of the various types of steering gears used;



<b>1.—Rating.</b> Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	<b>2.—Wages per day :</b> Non-C.S. rates marked*. E.P. (See Art. 1435.)	<b>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</b>
<b>Shipwright—contd.</b>		
<u>67.</u> <i>Chief Shipwright, 2nd Class (C.S.)—contd.</i>	<i>s. d.</i>	
<u>68.</u> <i>Shipwright, 1st Class (C.S.)</i> -     -     -	11   0   E.P.	10; B.; M.G.
<u>69.</u> <i>Shipwright, 2nd Class (C.S.)</i> -     -     -	10   6   E.P.	10; B.; M.G.
<u>70.</u> <i>Shipwright, 3rd Class (C.S.)</i> -     -     -	10   0   E.P.	10; B.; M.G.
<u>71.</u> <i>Shipwright, 4th Class (C.S.)</i> -     -     -	9   6   E.P.	10; B.; M.G.
<u>72.</u> <i>Acting Shipwright, 4th Class (C.S.)</i> -     -	9   6	10.

# **PART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

must possess ability to assist description by means of rough sketches with chalk or pencil. (NOTE.—Shipwrights who have already passed the examination for Warrant Shipwright will not be required to undergo this examination.) Must have completed 4 years as Shipwright, 4th Class, and above, including the period of acting time allowed to reckon, before taking the examination for Chief Shipwright, 2nd Class. (D) As for Acting Shipwright, 4th Class. (E) As for Chief Shipwright, 1st Class. (F) For specially meritorious service a Shipwright who has completed the minimum period of qualifying service and has passed for Chief Shipwright may be recommended to the Admiralty for promotion irrespective of his position on the roster and in excess of the numbers allowed, the promotion being absorbed in the next vacancy. *See also* (F) Acting Shipwright, 4th Class.

(A) *See* Article 379. (B) Twelve years as Shipwright, 4th Class and above, including the period of acting time allowed to reckon. For ratings transferred from Old System to Shipwright, 2nd Class, N.S., 5 years as Shipwright, 2nd Class, N.S., or 5 years' combined service as Shipwright, 1st Class, O.S., and Shipwright, 2nd Class, N.S. *See also* (C) of Shipwright, 4th Class, and Art. 378. (C) As for Shipwright, 4th Class. (E) As for Chief Shipwright, 1st Class. (F) As for Acting Shipwright, 4th Class.

(A) *See* Art. 379. (B) Seven years as Shipwright, 4th Class and above, including the period of acting time allowed to reckon. *See also* (C) of Shipwright 4th Class, and Art. 378. (C) As for Shipwright, 4th Class. (E) As for Chief Shipwright, 1st Class. (F) As for Acting Shipwright, 4th Class.

(A) *See* Art. 379. (B) Three years as Shipwright, 4th Class and above, including the period of acting time allowed to reckon. *See also* (C) of Shipwright, 4th Class, and Art. 378. (C) As for Shipwright, 4th Class. (E) As for Chief Shipwright, 1st Class. (F) As for Acting Shipwright, 4th Class.

(A) Captain. (B) One year as acting and must produce the certificate referred to under (F) of Acting Shipwright, 4th Class. (C) If transferred from Shipwright (O.S.) must have passed Educational Test, Part I, before becoming eligible for advancement to a higher rating than to that which transferred. This regulation does not apply to ratings entered as Boy Shipwright. (E) and (F) As for Acting Shipwright, 4th Class.

(A) Commodore of the Dépôt for direct entries at home. Commander-in-Chief for men entered abroad and Captain for those rated from Shipwright, 5th Class. (B) Over 21 for men entered direct from the shore. For rating up of Shipwright, 5th Class, to Acting Shipwright, 4th Class, *see* Shipwright, 5th Class. *See also* Art. 378.

(C) For men entered direct from the shore; as for Shipwright, 5th Class. For men transferred from Joiner, 3rd Class, or above. (*See* Joiner, 3rd Class, under (F).) As for Shipwright, 5th Class, and, in addition, must know how to trim and fit spars; make an oar; how to mould a plate and make moulds for angles; and how to supply information for the Blacksmith to prepare angles or other work for the fire. The examination to include a practical test of ability to use a Shipwright's tools properly. (D) For candidates entered from shore, Officers of the Dockyard at Chatham, Portsmouth, Devonport, Rosyth; Malta, Gibraltar, Hong Kong, Bermuda, Cape of Good Hope and Bombay, under the supervision of a Captain or Commander on the Station. (E) Men entered from shore cannot be disrated; others, Shipwright, 5th Class.

*see* Art. 776, Clause 1. (F) A Shipwright counts the whole of his acting time as confirmed time, provided he has obtained, within 18 months of being rated Acting Shipwright, 4th Class, a certificate from the Shipwright Officer, approved by his Captain that he has proved himself an efficient workman and is deserving of confirmation as Shipwright, 4th Class. If he fails to obtain it within this period, only 18 months of his acting time will be allowed to count at whatever period of his service he may obtain it. Any Acting Shipwright, 4th Class, who fails to obtain the certificate within 3 years of being rated Acting Shipwright, 4th Class, or whose conduct during probation is unsatisfactory, is to be reported to the Admiralty, in order that the question of his retention in the Service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his incompetency or any details as to misconduct. The grant of the certificate is to be noted in each man's Service Certificate and on the current ship's ledger.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<u>Shipwright—contd.</u> <u>73.</u> <i>Shipwright, 5th Class (C.S.)</i> - - - -	s. d. 6 6	6.
<u>74.</u> <i>Naval Shipwright Apprentice (C.S.)—</i>  First year. Second year. Third year. Fourth year. Fifth year.  —   —	To receive the scale of remun- eration applic- able to Dock- yard Appren- tices.	—
<u>Joiner.</u> <u>75.</u> <i>Chief Joiner (C.S.)</i> - - - -  After 3 years as such - - - -  After 6 years as such - - - -	9 9 E.P.  10 3  10 9	10; B.; M.G.
<u>76.</u> <i>Joiner, 1st Class (C.S.)</i> - - - -  After 3 years as such - - - -	8 5 E.P.  8 9	8; B. M.G.

# PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disgraced or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) Commodore of the Dépôt. (B) Between 19 and 21. (C) Men entered direct from the shore, must produce good credentials of character, industry, sobriety and ability. *Educational* : As for Acting Engine Room Artificer, 4th Class. *Practical* : Must possess a knowledge of wood, iron, and steel shipbuilding, and be capable of using the ordinary tools for each efficiently; must know the different parts of a boat and how to repair them. (D) Officers of the Dockyard. (E) Cannot be disgraced for punishment. (F) Shipwrights, 5th Class, on completing one year in that rating, will be advanced to Acting Shipwright, 4th Class, if recommended by their Commanding Officer, \_\_\_\_\_ Men entered direct as Shipwright, 5th Class, who reach the age of 21 before completing one year's service, may, if recommended as fit by their Commanding Officer, be rated Acting Shipwright, 4th Class, as from the date of attaining the age of 21, or from any time between that date and the completion of one year's service. A certain number of Shipwrights, 5th Class, advanced from Naval Shipwright Apprentice, will, as a result of their passing-out examination, be recommended for accelerated advancement to Acting Shipwright, 4th Class, after six or nine months as Shipwright, 5th Class, and a recommendation to this effect will be attached to their Service Certificates. At the expiration of the period specified they may be advanced by the Commanding Officer of their ship, provided he then considers them deserving of such accelerated advancement. If a Shipwright, 5th Class, is not considered worthy of advancement on attaining one year's seniority the circumstances are to be submitted with a full report to the Admiralty for instructions.

(A) Admiralty. (B), (C) and (D) Between 15 and 16 years. For particulars as to method of entry, subjects of examination, &c., see published handbook. (E) Cannot be disgraced for punishment. (F) On entering, Naval Shipwright Apprentices will be placed on ship's books and borne for training in H.M. Dockyards. They will not be virtualled nor required to wear uniform, but will live at home, and will be subject to the regulations respecting Dockyard Apprentices, so far as applicable. Attendance at the Dockyard Schools will be compulsory for the first three years of training. Apprentices attaining a sufficiently high standard of proficiency in their studies will be granted a certificate which will be attached to their Service Certificate, and is to be taken into account in considering their claims for advancement during their sea service. They will be liable to discharge for misconduct or failure to make satisfactory progress. \_\_\_\_\_ Naval Shipwright Apprentices entered on or after the 1st December, 1912, will have no claim to be placed on the Established List of H.M. Dockyards at the expiration of 12 years' service from the age of 18. On passing at the expiration of their training, they will be drafted to sea as Shipwrights, 5th Class.

(A) *See* Art. 381 (B) Twelve years as Joiner, 4th Class or above, including the period of acting time allowed to reckon. Must have been of not lower than "Superior" ability for at least three years consecutively immediately prior to advancement. The qualifying service required of ratings transferred from the old system who have passed the equivalent to the new system Trade Test and the Educational Test, Part I, is as follows : *For ratings transferred from Joiner (O.S.),* 12 years from date of entry, including 3 years as Joiner. *For ratings transferred from Leading Carpenter's Crew (O.S.)* 12 years' combined service as Carpenter's Crew in excess of the stipulated minimum—*see* (F)—(up to a maximum of 3 years' such service), Leading Carpenter's Crew, and Joiner, 3rd Class or above. *For ratings transferred from Carpenter's Crew (O.S.) to Joiner, 4th Class,* 12 years' combined service as Carpenter's Crew in excess of the stipulated minimum—*see* (F)—(up to a maximum of 3 years' such service), and Joiner, 4th Class, or above. *See also* Art. 378. (E) Joiner, 5th Class or 4th Class; *see* Art. 776, Clause 1. (F) As for Acting Joiner, 4th Class. (N. 3411/23.)

(A) *See* Art. 379. (B) Nine years as Joiner, 4th Class or above, including the period of acting time allowed to reckon. *For ratings transferred from Leading Carpenter's Crew (O.S.),* 6 years' combined service as Leading Carpenter's Crew and Joiner, 3rd Class or above. *For ratings transferred from Carpenter's Crew (O.S.) to Joiner, 4th Class,* 9 years' combined service as Carpenter's Crew in excess of the stipulated minimum—*see* (F)—(up to a maximum of 3 years' such service) and Joiner, 4th Class or above. Must have passed Educational Test, Part I, and technical test referred to under (C) of Joiner, 5th Class, or highest test under pre-existing system. *See also* Art. 378. (E) Joiner, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) as for Joiner, 3rd Class, and Acting Joiner, 4th Class.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Joiner—contd.</b>	<i>s. d.</i>	
<u>77.</u> Joiner, 2nd Class (C.S.) - - - -	8 1 E.P.	8; B.; M.G.
<u>78.</u> Joiner, 3rd Class (C.S.) - - - -	7 9 E.P.	8; B.; M.G.
<u>79.</u> Joiner, 4th Class (C.S.) - - - -	7 5 E.P.	8; B.; M.G.
<u>80.</u> Acting Joiner, 4th Class (C.S.) - - - -	7 5	8.
<u>81.</u> Joiner, 5th Class (C.S.) - - - -	5 3	6.

# **PART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, see Art. 776. (F) Remarks.**

**(A) See Art. 379. (B) Six years as Joiner, 4th Class or above, including the period of acting time allowed to reckon. For ratings transferred from Leading Carpenter's Crew (O.S.), 3 years' combined service as Leading Carpenter's Crew and Joiner, 3rd Class. For ratings transferred from Carpenter's Crew (O.S.) to Joiner, 4th Class, 6 years' combined service as Carpenter's Crew in excess of the stipulated minimum—see (F)—(up to a maximum of 3 years' such service) and Joiner, 4th Class or above. Must have passed Educational Test, Part I, and Technical Test referred to under (C) of Joiner, 5th Class, or highest test under pre-existing system. See also Art. 378. (E) Joiner, 5th Class or 4th Class, see Art. 776, Clause 1. (F) As for Joiner, 3rd Class, and Acting Joiner, 4th Class.**

**(A) See Art. 379. (B) Three years as Joiner, 4th Class, including the period of acting time allowed to reckon. For ratings transferred from Carpenter's Crew (O.S.) to Joiner, 4th Class, 3 years' combined service as Carpenter's Crew in excess of the stipulated minimum—see (F) and Joiner, 4th Class. Must have passed Educational Test, Part I, and Technical Test referred to under (C) of Joiner, 5th Class, or highest test under pre-existing system. See also Art. 378. (E) Joiner, 5th Class or 4th Class, see Art. 776, Clause 1. (F) In very exceptional cases application may be made to the Admiralty for Joiners, 3rd Class and above, to be allowed to pass for, and be transferred to, Acting Shipwright, 4th Class. (See also (F) of Acting Joiner, 4th Class.)**

**(A) Captain. (B) One year as acting and must produce the certificate referred to under (F) of Acting Joiner, 4th Class. (E) and (F) As for Acting Joiner, 4th Class.**

**(A) Commodore of the Dépôt for direct entries at home. Commander-in-Chief for men entered abroad, and Captain for those rated from Joiner, 5th Class. (B) Over 21 for men entered direct from the shore. For rating up of Joiner, 5th Class, to Acting Joiner, 4th Class, see Joiner, 5th Class; see also Art. 378. (C) For men entered direct from the shore: as**

**for Joiner, 5th Class, \_\_\_\_\_ (D) For candidates entered direct from shore: Officers of the Dockyard at a Home Port, Malta, Gibraltar, Hong Kong, Bermuda, Cape of Good Hope and Bombay, under the supervision of a Captain or Commander on the Station. (E) Men entered direct from shore cannot be disrated; others, Joiner, 5th Class, see Art. 776, Clause 1. (F) A Joiner counts the whole of his acting time as confirmed**

**time, provided he has obtained—within 18 months of being rated Acting Joiner, 4th Class—a certificate from the Shipwright Officer, approved by his Captain, that he has proved himself an efficient workman and is deserving of confirmation as Joiner, 4th Class. If he fails to obtain it within this period, only 18 months of his acting time will be allowed to count \_\_\_\_\_ at whatever period of his service he may obtain it. Any Acting Joiner, 4th Class, who fails to obtain the certificate within 3 years of being rated Acting Joiner, 4th Class, or whose conduct during probation is unsatisfactory, is to be reported to the Admiralty in order that the question of his retention in the Service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his incompetency, or any details as to misconduct. The grant of the certificate is to be noted in each man's Service Certificate and on the current ship's ledger. NOTE.—The "stipulated minimum" period of service for Carpenter's Crews transferred to Joiner (N.S.) on 1st October, 1918, was as follows: For men who had attained the age of 21 at date of first entry into Service, Nil; for men who had attained the age of 20 at date of first entry, the period of service between date of entry and date of attaining the age of 21; for men who had not attained the age of 20 at date of first entry, one year.**

**(A) Commodore of the Dépôt. (B) Between 19 and 21. (C) Must produce good credentials of character, industry, sobriety and ability. Must pass an educational test of the standard of the Educational Test, Part I (Appendix X, Part XVII), and be able to do Joiner's work, such as dove-tailing, panelling and sash-making, and possess a thorough working knowledge of ship's carpentry and joinery (including the repair and polishing of furniture and cabin fittings). The examination is to include a practical test of the candidate's ability to use the tools of his trade properly. (D) Officers of the Dockyard. (E) Cannot be disrated. (F) Joiners, 5th Class, on completing one year in that rating will be advanced to Acting Joiner, 4th Class, if recommended by the Captain. Those who reach the age of 21 before completing one year's service may, if recommended by the Captain, be rated as Acting Joiner, 4th Class, as from the date of attaining the age of 21, or from any time between that date and the completion of one year's service.**

1.—Rating. Continuous Service :— (C.S.) = obligatory † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Blacksmith.</b>		
<u>82.</u> <i>Chief Blacksmith</i> (C.S.) - - - -	s. d. 10 0 E.P.	10; B.; M.G.
After 3 years as such - - - -	10 6	
After 6 years as such - - - -	11 0	
<u>83.</u> <i>Blacksmith, 1st Class</i> (C.S.) - - - -	8 8 E.P.	8; B.; M.G.
After 3 years as such - - - -	9 0	
<u>84.</u> <i>Blacksmith, 2nd Class</i> (C.S.) - - - -	8 4 E.P.	8; B.; M.G.
<u>85.</u> <i>Blacksmith, 3rd Class</i> (C.S.) - - - -	8 0 E.P.	8; B.; M.G.
<u>86.</u> <i>Blacksmith, 4th Class</i> (C.S.) - - - -	7 8 E.P.	8; B.; M.G.
<u>87.</u> <i>Acting Blacksmith, 4th Class</i> (C.S.) - - - -	7 8	8.

## ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) *See* Art. 381. (B) Twelve years as Blacksmith, 4th Class, or above, including the period of acting time allowed to reckon (or, for ratings transferred from the old system who have passed the equivalent to the new system Trade Test and the Educational Test, Part I. twelve years' combined service as Blacksmith's Mate (O.S.) and above, and Blacksmith, 5th Class (N.S.) and above). Must have been of not lower than "Superior" ability for at least three years consecutively, immediately prior to advancement. *See also* Art. 378. (E) Blacksmith, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Blacksmith, 4th Class.

(N. 3411/23.)

(A) *See* Art. 379. (B) Nine years as Blacksmith, 4th Class, or above, including the period of acting time allowed to reckon. For ratings transferred from Blacksmith's Mate (O.S.) nine years' combined service as Blacksmith's Mate (O.S.) and Blacksmith, 5th Class (N.S.) and above. Must have passed tests referred to under (C) of Blacksmith, 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Blacksmith, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Blacksmith, 4th Class.

(A) *See* Art. 379. (B) Six years as Blacksmith, 4th Class or above, including the period of acting time allowed to reckon. For ratings transferred from Blacksmith's Mate (O.S.) six years' combined service as Blacksmith's Mate (O.S.) and Blacksmith, 5th Class (N.S.) and above. Must have passed tests referred to under (C) of Blacksmith, 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Blacksmith, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Blacksmith, 4th Class.

(A) *See* Art. 379. (B) Three years as Blacksmith, 4th Class, including the period of acting time allowed to reckon. For ratings transferred from Blacksmith's Mate (O.S.) three years' combined service as Blacksmith's Mate (O.S.), and Blacksmith, 5th Class (N.S.) and above. Must have passed tests referred to under (C) of Blacksmith 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Blacksmith, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Blacksmith, 4th Class.

(A) Captain. (B) One year as Acting and must produce the certificate referred to under (F) of Acting Blacksmith, 4th Class. (E) and (F) As for Acting Blacksmith, 4th Class.

(A) Commodore of the Depôt for direct entries at home. Commander-in-Chief for men entered abroad, and Captain for those rated from Blacksmith, 5th Class. (B) Over 21 for men entered direct from the shore. For rating up of Blacksmith, 5th Class, to Acting Blacksmith, 4th Class, *see* Blacksmith, 5th Class. *See also* Art. 378. (C) For men entered direct from the shore, as for Blacksmith, 5th Class. (D) For candidates entered from shore, Officers of the Dockyard at a Home Port, Malta, Gibraltar, Hong Kong, Bermuda, Cape of Good Hope, and Bombay, under the supervision of a Captain or Commander on the Station. (E) Men entered direct from shore cannot be disrated; others, Blacksmith, 5th Class, *see* Art. 776, Clause 1. (F) A Blacksmith counts the whole of his acting time as confirmed time, provided he has obtained—within 18 months of being rated Acting Blacksmith, 4th Class—a certificate from the Shipwright Officer, approved by his Commanding Officer, that he has proved himself an efficient workman, and is deserving of confirmation as Blacksmith, 4th Class. If he fails to obtain it within this period, only 18 months of his acting time will be allowed to count \_\_\_\_\_ at whatever period of his service he may obtain it. Any Acting Blacksmith, 4th Class, who fails to obtain the certificate within three years of being rated Acting Blacksmith, 4th Class, or whose conduct during probation is unsatisfactory, is to be reported to the Admiralty in order that the question of his retention in the Service may be considered. A full statement of the circumstances is to be made, giving any reason which may exist for his incompetency or any details as to misconduct. The granting of the certificate is to be noted in each man's Service Certificate and on the current ship's ledger. \_\_\_\_\_



1.—Rating. Continuous Service :— 'C.S.') = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Blacksmith—contd.</b>	<i>s. d.</i>	
<u>88.</u> <i>Blacksmith, 5th Class (C.S.)</i> - - - -	5 6	6.
<b>Plumber.</b>		
<u>89.</u> <i>Chief Plumber (C.S.)</i> - - - -	9 9 E.P.	10; B.; M.G.
<i>After 3 years as such</i> - - - -	10 3	
<i>After 6 years as such</i> - - - -	10 9	
<u>90.</u> <i>Plumber, 1st Class (C.S.)</i> - - - -	8 5 E.P.	8; B.; M.G.
<i>After 3 years as such</i> - - - -	8 9	
<u>91.</u> <i>Plumber, 2nd Class (C.S.)</i> - - - -	8 1 E.P.	8; B.; M.G.
<u>92.</u> <i>Plumber, 3rd Class (C.S.)</i> - - - -	7 9 E.P.	8; B.; M.G.
<u>93.</u> <i>Plumber, 4th Class (C.S.)</i> - - - -	7 5 E.P.	8; B.; M.G.

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) Commodore of the Dépôt. (B) Between 19 and 21. (C) Must produce good credentials of character, industry, sobriety, and ability. Must pass an educational test of the standard of the Educational Test, Part I (Appendix X, Part XVII), and be able to make a three-eyed hoop of at least five inches in diameter; an elbow funnel of steel plate of at least six inches in diameter; to fit studs in cable links, and to have a general knowledge of cable work. (D) Officers of the Dockyards. (E) Cannot be disrated. (F) Blacksmiths, 5th Class, on completing one year in that rating will be advanced to Acting Blacksmith, 4th Class, if recommended by the Captain. Those who reach the age of 21 before completing one year's service may, if recommended by the Captain be rated Acting Blacksmith, 4th Class, as from the date of attaining the age of 21, or from any time between that date and the completion of one year's service.

(A) *See* Art 381. (B) Twelve years as Plumber, 4th Class, or above, including the period of acting time allowed to reckon, or for ratings transferred from the old system who have passed the equivalent to the New System Trade Test and the Educational Test, Part I; twelve years' combined service as Plumber's Mate (O.S.) and above, and Plumber, 5th Class (N.S.) and above. Must have been of not lower than "Superior" ability for at least three years consecutively, immediately prior to advancement. *See also* Art. 378. (E) Plumber, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Plumber, 4th Class. (N. 3411/23.)

(A) *See* Art. 379. (B) Nine years as Plumber, 4th Class, or above, including the period of acting time allowed to reckon. For ratings transferred from Plumber's Mate (O.S.), nine years' combined service as Plumber's Mate (O.S.) and Plumber, 5th Class (N.S.) and above; must have passed tests referred to under (C) of Plumber, 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Plumber, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Plumber, 4th Class.

(A) *See* Art. 379. (B) Six years as Plumber, 4th Class or above, including the period of acting time allowed to reckon. For ratings transferred from Plumber's Mate (O.S.), six years' combined service as Plumber's Mate (O.S.) and Plumber, 5th Class (N.S.) and above; must have passed tests referred to under (C) of Plumber, 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Plumber, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Plumber, 4th Class.

(A) *See* Art. 379. (B) Three years as Plumber, 4th Class, or above, including the period of acting time allowed to reckon. For ratings transferred from Plumber's Mate (O.S.), three years' combined service as Plumber's Mate (O.S.), and Plumber, 5th Class (N.S.) and above; must have passed tests referred to under (C) of Plumber, 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Plumber, 5th Class or 4th Class, *see* Art. 776, Clause 1. (F) As for Acting Plumber, 4th Class.

(A) Captain. (B) One year as Acting and must produce the certificate referred to under (F) of Acting Plumber, 4th Class. (E) and (F) As for Acting Plumber, 4th Class.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Plumber—contd.</b>	s. d.	
<u>94.</u> <i>Acting Plumber, 4th Class</i> (C.S.) - - -	7 5	8.
<u>95.</u> <i>Plumber, 5th Class</i> (C.S.) - - -	5 3	6.
<hr style="width: 10%; margin: 10px auto;"/>		
<b>Painter.</b>		
<u>96.</u> <i>Chief Painter</i> (C.S.) - - -	9 9 E.P.	10; B.; M.G
<i>After 3 years as such</i> - - -	10 3	
<i>After 6 years as such</i> - - -	10 9	
<u>97.</u> <i>Painter, 1st Class</i> (C.S.) - - -	8 5 E.P.	8; B.; M.G.
<i>After 3 years as such</i> - - -	8 9	
<u>98.</u> <i>Painter, 2nd Class</i> (C.S.) - - -	8 1 E.P.	8; B.; M.G.

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) Commodore of the Depôt for direct entries at home; Commander-in-Chief for men entered abroad; and Captain for those rated from Plumber, 5th Class. (B) Over 21 for men entered direct from the shore. For rating up of Plumber, 5th Class, to Acting Plumber, 4th Class, *see* Plumber, 5th Class. *See also* Art. 378. (C) For men entered direct from the shore, as for Plumber, 5th Class. (D) For candidates entered from shore, Officers of the Dockyard at a Home Port, Malta, Gibraltar, Hong Kong, Bermuda, Cape of Good Hope, and Bombay, under the supervision of a Captain or Commander on the Station. (E) Men entered direct from shore cannot be disrated; others, Plumber, 5th Class, *see* Art. 776, Clause 1. (F) A Plumber counts the whole of his acting time as confirmed time, provided he has obtained—within 18 months of being rated Acting Plumber, 4th Class—a certificate from the Shipwright Officer, approved by his Captain, that he has proved himself an efficient workman and is deserving of confirmation as Plumber, 4th Class. If he fails to obtain it within this period, only 18 months of his acting time will be allowed to count \_\_\_\_\_ at whatever period of his service he may obtain it. Any Acting Plumber, 4th Class, who fails to obtain the certificate within three years of being rated Acting Plumber, 4th Class, or whose conduct during probation is unsatisfactory, is to be reported to the Admiralty, in order that the question of his retention in the Service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his incompetency or any details as to misconduct. The grant of the certificate is to be noted in each man's Service Certificate and on the current ship's ledger. \_\_\_\_\_

(A) Commodore of the Depôt. (B) Between 19 and 21. (C) Must produce good credentials of character, industry, sobriety and ability. Must pass an educational test of the standard of the Educational Test, Part I (Appendix X, Part XVII), and be able to work up a corner in sheet lead of at least 3 inches; wipe a joint on a pipe of not less than 2 inches in diameter, both horizontally and vertically; and make a straight length and an elbow of copper stove-funnelling of 6 inches in diameter. (D) Officers of the Dockyards. (E) Cannot be disrated. (F) Plumbers, 5th Class, on completing one year in that rating will be advanced to Acting Plumber, 4th Class, if recommended by the Captain. Those who reach the age of 21 before completing one year's service may, if recommended by the Captain, be rated Acting Plumber, 4th Class, as from the date of attaining the age of 21 or from any time between that date and the completion of one year's service.

(A) *See* Art. 381. (B) Twelve years as Painter, 4th Class, or above, including the period of acting time allowed to reckon (or for ratings transferred from the Old System who have passed the equivalent to the New System Trade Test and the Educational Test, Part I, twelve years' combined service as Painter, 2nd Class (O.S.) and above, and Painter, 5th Class (N.S.) and above). Must have been of not lower than "Superior" ability for at least three years consecutively immediately prior to advancement. *See also* Art. 378. (E) Painter, 5th Class or 4th Class; *see* Art. 776, Clause 1. (F) As for Acting Painter, 4th Class. (N. 3411/23.)

(A) *See* Art. 379. (B) Nine years as Painter, 4th Class, or above, including the period of acting time allowed to reckon. For ratings transferred from Painter, 2nd Class (O.S.), nine years' combined service as Painter, 2nd Class (O.S.) and Painter, 5th Class (N.S.) and above; must have passed tests referred to under (C) of Painter, 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Painter, 5th Class or 4th Class; *see* Art. 776, Clause 1. (F) As for Acting Painter, 4th Class.

(A) *See* Art. 379. (B) Six years as Painter, 4th Class, or above, including the period of acting time allowed to reckon. For ratings transferred from Painter, 2nd Class (O.S.), six years' combined service as Painter, 2nd Class (O.S.), and Painter, 5th Class (N.S.) and above; must have passed tests referred to under (C) of Painter, 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Painter, 5th Class or 4th Class; *see* Art. 776, Clause 1. (F) As for Acting Painter, 4th Class.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Painter—contd.</b>		
<u>99.</u> <i>Painter, 3rd Class (C.S.)</i> -    -    -    -	<i>s. d.</i> 7   9	8; B.; M.G.
<u>100.</u> <i>Painter, 4th Class (C.S.)</i> -    -    -    -	7   5   E.P.	8; B.; M.G.
<u>101.</u> <i>Acting Painter, 4th Class (C.S.)</i> -    -    -    -	7   5	8.
<u>102.</u> <i>Painter, 5th Class (C.S.)</i> -    -    -    -	5   3	6.
<div style="text-align: center;">—   —</div> <b>Cooper.</b> <u>103.</u> <i>Chief Cooper (C.S.)</i> -    -    -    - <i>After 3 years as such</i> -    -    -    - <i>After 6 years as such</i> -    -    -    -		
	9   9   E.P. 10   3 10   9	10; B.; M.G.

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.
- \_\_\_\_\_ | \_\_\_\_\_

(A) *See* Art. 379. (B) Three years as Painter, 4th Class, including the period of acting time allowed to reckon. For ratings transferred from Painter, 2nd Class (O.S.), three years' combined service as Painter, 2nd Class (O.S.), and Painter, 5th Class (N.S.) and above; must have passed tests referred to under (C) of Painter, 5th Class, or higher tests under pre-existing system. *See also* Art. 378. (E) Painter, 5th Class or 4th Class; *see* Art. 776, Clause 1. (F) As for Acting Painter, 4th Class.

(A) Captain. (B) One year as Acting and must produce the certificate referred to under (F) of Acting Painter, 4th Class. (E) and (F) As for Acting Painter, 4th Class.

(A) Commodore of the Depôt for direct entries at home; Commander-in-Chief for men entered abroad; and Captain for those rated from Painter, 5th Class. (B) Over 21 for men entered direct from the shore. For rating up of Painter, 5th Class, to Acting Painter 4th Class, *see* Painter, 5th Class. *See also* Art. 378. (C) *For men entered direct from the shore*: As for Painter, 5th Class \_\_\_\_\_ | \_\_\_\_\_. (D) For candidates entered direct from shore; Officers of the Dockyard at a Home Port, Malta, Gibraltar, Hong Kong, Bermuda, Cape of Good Hope, and Bombay, under the supervision of a Captain or Commander on the Station. (E) Men entered direct from shore cannot be disrated; others, Painter, 5th Class; *see* Art. 776, Clause 1. (F) A Painter counts the whole of his Acting time as confirmed time, provided he has obtained—within 18 months of being rated Acting Painter, 4th Class—a certificate from the Shipwright Officer, approved by his Captain, that he has proved himself an efficient workman and is deserving of confirmation as Painter, 4th Class. If he fails to obtain it within this period, only 18 months of his Acting time will be allowed to count \_\_\_\_\_ | \_\_\_\_\_ at whatever period of his service he may obtain it. Any Acting Painter, 4th Class, who fails to obtain the certificate within three years of being rated Acting Painter, 4th Class, or whose conduct during probation is unsatisfactory is to be reported to the Admiralty, in order that the question of his retention in the Service may be considered. A full statement of the circumstances is to be made, giving any reasons which may exist for his incompetency, or any details as to misconduct. The grant of the certificate is to be noted in each man's Service Certificate and on the current ship's ledger. \_\_\_\_\_ | \_\_\_\_\_

(A) Commodore of the Depôt. (B) Between 19 and 21. (C) Must produce good credentials of character, industry, sobriety and ability. Must pass an educational test of the standard of the Educational Test, Part I (Appendix X, Part XVII), and be competent to undertake: Plain painting work; mixing paint of different colours and shades; painting a door with white enamel; staining and varnishing in imitation of different sorts of woods; graining and varnishing of different sorts (oak, maple, mahogany, teak, walnut); marbling, white, black and gold sienna; writing with paint in block and roman letters, italics and figures; glass-cutting of different shapes; calculating the proportion of paint required for a given surface; to be able to answer questions relative to the proportions of oils, turpentine and dryers which should be used for mixing a given quantity of the various descriptions of the paints in general use on board ship; to possess a knowledge of the preparation of the surfaces of wood and steel to receive paints and enamels. (D) Officers of the Dockyards. (E) Cannot be disrated. (F) Painters, 5th Class, on completing one year in that rating will be advanced to Acting Painter, 4th Class, if recommended by the Captain. Those who reach the age of 21 before completing one year's service may, if recommended by the Captain, be rated Acting Painter, 4th Class, as from the date of attaining the age of 21, or from any time between that date and the completion of one year's service.

(A) *See* Art. 381. Rating to die out. (B) Twelve years as Cooper, 4th Class, or above, including the period of acting time allowed to reckon. Ratings transferred from the old system may count all previous Cooper time in man's rating towards advancement under the new system, but are not eligible for such advancement unless they have passed the Educational Test, Part I. Must have been of not lower than "Superior" ability for at least three years consecutively immediately prior to advancement. *See also* Art. 378. (E) and (F) As for Acting Cooper, 4th Class.

(N. 3411/23.)

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Cooper—contd.</b> <u>104.</u> <i>Cooper, 1st Class (C.S.)</i> . . . . After 3 years as such . . . .	s. d. 8 5 E.P. 8 9	8; B.; M.G.
<u>105.</u> <i>Cooper, 2nd Class (C.S.)</i> . . . .	8 1 E.P.	8; B.; M.G.
<u>106.</u> <i>Cooper, 3rd Class (C.S.)</i> . . . .	7 9 E.P.	8; B.; M.G.
<u>107.</u> <i>Cooper, 4th Class (C.S.)</i> . . . .	7 5 E.P.	8; B.; M.G.
<u>108.</u> <i>Acting Cooper, 4th Class (C.S.)</i> . . . .	7 5	8.
<u>109.</u> <i>Cooper, 5th Class (C.S.)</i> . . . . — — — —	5 3	6.
<b>MISCELLANEOUS.</b>		
<u>110.</u> <b>Sick Berth.</b> <i>Sick Berth Chief Petty Officer (C.S.)</i> . . . . After 3 years as such . . . . With subsequent triennial increments of 6d. a day.	9 0 9 6	10; B.; M.G.
<u>111.</u> <i>Sick Berth Petty Officer (C.S.)</i> . . . . After 3 years as such . . . . After 6 years as such . . . .	7 6 7 10 8 2	8; B.; M.G.

# PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) *See* Art. 379. Rating is to die out. (B) Nine years as Cooper, 4th class, or above including period of acting time allowed to reckon. Ratings transferred from the old system may count all previous Cooper time in man's rating towards advancement under the new system, but are not eligible for such advancement unless they have passed the Educational Test, Part I. (*See also* Art. 378.) (E) and (F) As for Acting Cooper 4th Class.

(N. 1287/23.)

(A) *See* Art. 379. Rating to die out. (B) Six years as Cooper, 4th class, or above including the period of acting time allowed to reckon. Ratings transferred from the old system may count all previous Cooper time in man's rating towards advancement, but are not eligible for such advancement unless they have passed the Educational Test, Part I. (*See also* Art. 378.) (E) and (F) As for Acting Cooper, 4th Class.

(N. 1287/23.)

(A) *See* Art. 379. Rating to die out. (B) Three years as Cooper, 4th class, including period of acting time allowed to reckon. Ratings transferred from the old system may count all previous Cooper time in man's rating towards advancement under the new system, but are not eligible for such advancement unless they have passed the Educational Test, Part I. (*See also* Art. 378.) (E) and (F) As for Acting Cooper, 4th Class.

(N. 1287/23.)

(A) \_\_\_\_\_ Rating to die out. (E) and (F) As for Acting Cooper, 4th Class.

(A) Rating to die out. \_\_\_\_\_ (E) Cooper, 5th Class. \_\_\_\_\_  
(F) A Cooper counts the whole of his Acting time as confirmed time provided he has obtained—within 18 months of being rated Acting Cooper, 4th Class—a certificate from the Shipwright Officer, approved by his Captain, that he has proved himself an efficient workman and is deserving of confirmation as Cooper, 4th Class. If he fails to obtain it within this period, only 18 months of his Acting time will be allowed to count \_\_\_\_\_ at whatever period of his service he may obtain it. Any Acting Cooper, 4th Class, who fails to obtain the certificate within three years of being rated Acting Cooper, 4th Class, or whose conduct during probation is unsatisfactory, is to be reported to the Admiralty in order that the question of his retention in the Service may be considered. A full statement of the circumstances is to be made giving any reasons which may exist for his incompetency or any details as to misconduct. The grant of the certificate is to be noted in each man's Service Certificate, and on the current ship's ledger. \_\_\_\_\_

(A) No further entries to be made. \_\_\_\_\_

(A) *See* Art. 381. (B) Must be assessed on Efficiency Certificate as "Very Good" in all subjects, except Massage, Operating Room, Laboratory, and X-Ray. *See also* Art. 378.  
(C) *See* Form S.1236. (D) As for Sick Berth Attendant. (E) Sick Berth Attendant.  
(F) As (F) for Leading Sick Berth Attendant. \_\_\_\_\_ (N. 1951/23.)

(A) *See* Art. 381. (B) Three years as Leading Sick Berth Attendant. *See also* Art. 378.  
(C) *See* Form S.1237. (D) As for Sick Berth Attendant. (E) Sick Berth Attendant.  
(F) As (F) for Leading Sick Berth Attendant. \_\_\_\_\_ (N. 1951/23.)



<p>1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.</p>	<p>2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)</p>	<p>3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.</p>
<p><b>Sick Berth—contd.</b> <b>112. Leading Sick Berth Attendant (C.S.)</b> - -  After 3 years as such, if passed <i>finally</i> for Sick Berth P.O. (see (F) of S.B.P.O.).</p>	<p><i>s. d.</i> 5 9  6 0</p>	<p>6; B.; M.G.</p>
<p><b>113. Sick Berth Attendant (C.S.) after training</b> -  After 3 years, <u>    </u> <u>    </u> if passed <i>finally</i> for Leading S.B. Attendant. <u>See (F) of L.S.B.A.).</u>  After 6 years, <u>    </u> <u>    </u> if passed <i>finally</i> for Leading S.B. Attendant. <u>See (F) as regards Marines.</u></p>	<p>4 3  4 6  4 9</p>	<p>5; B.; C.C.</p>

## ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

*See* Art. 381. (B) Three years as Sick Berth Attendant, including time served as probationer. *See also* Art. 378. (C) *See* Form S. 1237. (D) As for Sick Berth Attendant, or two Medical Officers and a Pharmacist at Malta Hospital. (E) Sick Berth Attendant. (F) Men may be examined for the next higher Sick Berth rating after completing two years in their present rating, including time served on probation. If then away from an examination centre they may undergo a provisional examination for advancement before two Medical Officers, but provided the circumstances in which two Medical Officers are not available are noted on Form S. 1237 (S. 1236 if examined for Sick Berth Chief Petty Officer) a provisional examination passed before one Medical Officer will be accepted. *See* Article 383 (4). Men who have passed only provisionally when their turn for advancement comes and are then away from a final examination centre are passed over for advancement till the final examination has been passed when, if this is passed the first attempt subsequent to passing provisionally, seniority with pay in the higher rating is antedated to the date when they would have been advanced in their turn if passed finally. When a man is so advanced in excess of the number of the higher rating authorised for his Port Division no further substantive advancement to that rating is to be made until vacancy in Port Division numbers occurs. Candidates failing to pass either examination are to be referred back by the Examining Officers for three months or more according to lack of knowledge in the prescribed subjects. Particulars of examinations are to be noted on Form S. 1237 (S. 1236 if examined for Sick Berth Chief Petty Officer) and on the ledger. Increase of pay will not be granted till a final examination is passed. If the final examination is passed at the first attempt subsequent to success in a provisional examination, increase of pay is to date from the completion of three years in rating or date of successful provisional examination, whichever is the later. Not more than two men of each Sick Berth rating at each Depot who during the year pass the best examination or higher rating at the first attempt and who are specially recommended by the Surgeon or Admiral as worthy of advancement may be granted three months' seniority towards advancement to the higher rating, but they are not to be placed higher on the advancement roster than men previously their senior who passed for the higher rating prior to the 1st January, 1919. This concession does not admit of any alteration in the date of confirmation or advancement in the lower rating, and the additional seniority does not count for progressive pay in the lower rating.

(N. 1951/23.)

A) Commodore of Depot. (B) *New Entries*. Forty-five weeks' training at a Hospital at Home Port. Ratings showing exceptional ability may be confirmed after thirty-three weeks' training if qualified. Probationers already in the Branch on the 1st January, 1923. Twelve months' training at a Hospital at a Home Port. Ratings showing exceptional ability may be confirmed after nine months' training if qualified. *See* (F). (C) Monthly pay as announced in local Port Orders. 48 hours' notice of candidates for examination to be given. *See* Form S. 1237. (D) The Medical Officer borne for instruction of Sick Berth Staff, one other Medical Officer and a Pharmacist at Haslar, Plymouth or Chatham Hospital. (E) Cannot be disrated. (F) Time served as Sick Berth Attendant Probationer counts towards progressive pay as Sick Berth Attendant. Probationers are confirmed as Sick Berth Attendant from the actual date of passing the examination. Time lost through causes beyond their control may be deducted, provided the normal period of training, *i.e.*, 45 weeks (33 weeks in the case of Probationers showing exceptional ability), is not reduced. Probationers already in the Branch on 1st January, 1923, who pass the examination at the first opportunity are confirmed as Sick Berth Attendant as from the completion of 12 months' service in the Branch (9 months' service in the case of Probationers showing exceptional ability). Time lost through causes beyond their control may be included in the period of 12 months' (or 9 months') service, but the normal period of training, *i.e.*, 12 months (or 9 months) is not to be reduced. When the examination is not passed at the first opportunity, confirmation dates from the actual date of passing, from which may be deducted time men have lost through causes beyond their control. When a volunteer from the Royal Marines is confirmed as a Sick Berth Attendant his pay is to be adjusted to 4s. 3d. a day for the period of probation, provided he has served three years in the Marines or from the date of completion of three years in the Marines and Sick Berth Branch combined, but time in the Marines under the age of 18 is not to be reckoned.

(N. 1951/23.)

1.—Rating. Continuous Service :— (C.S. = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares Badges; Medal Gratuity; Class for Conduct.
<p><b>Sick Berth—contd.</b></p> <p><u>114.</u> <i>Sick Berth Attendant, Probationer (C.S.)</i> - - - - -</p> <p style="text-align: center;">_____   _____</p>	<p style="text-align: center;"><i>s. d.</i></p> <p style="text-align: center;">2 9</p>	<p>3; B. (If transferred from <u>Marines</u>) : C.C.</p>
<p><b>Writer.</b></p> <p><u>115.</u> <i>Chief Writer (C.S.)</i> - - - - -</p> <p style="padding-left: 40px;">After 3 years as such (<i>see</i> (F)) - - -</p> <p style="padding-left: 40px;">With subsequent triennial increments of 6d. a day.</p>	<p style="text-align: center;">9 3</p> <p style="text-align: center;">9 9</p>	<p>10; B.; M.G.</p>
<p><u>116.</u> <i>First Writer (C.S.)</i> - - - - -</p> <p style="padding-left: 40px;">After 3 years as such - - - - -</p>	<p style="text-align: center;">7 9</p> <p style="text-align: center;">8 1</p>	<p>8; B.; M.G.</p>
<p><u>117.</u> <i>Second Writer (C.S.)</i> - - - - -</p>	<p style="text-align: center;">6 0</p>	<p>6; B.; M.G.</p>
<p><u>118.</u> <i>Third Writer (C.S.)</i> - - - - -</p>	<p style="text-align: center;">4 6</p>	<p>5; B.; C.C.</p>

## PT I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

Commodore of Depôt for entry from shore; Commander-in-Chief of Home Port with concurrence of Adjutant-General, Royal Marines, for transfer on probation from Royal Marines. (B) Civilian candidates, 18 to 25; Marines, under 30. (C) *Civilians*. Able to read and write and possessing a fair knowledge of arithmetic (simple money sums; weights and measures; decimals; proportion and percentages). *Marines*, no examination. Officers of Haslar, Plymouth or Chatham Hospital. (E) Probationers from shore not be disrated. For Probationers from Royal Marines, *see* Art. 1171a (4). (F) Rejected candidates join a hospital at a Home Port for forty-five weeks' training on probation. They are confirmed in the rating when fit in every respect. Candidates showing exceptional ability will be given an opportunity to qualify for confirmation after only thirty-three weeks' training. *See also* Arts. 1163 (4a), 1164 (10a) and 1171a, for conditions of transfer from the Royal Marines.

- ) *See* Art. 379 (B) Over 28; four years as First Writer, provided he has been recommended by the Captain continuously for two years immediately preceding advancement. *See* recommendations should appear in certificate form on the man's Service Certificate and should be quoted on the Ship's Ledger in which the advancement occurs. Writers who were serving as such on 13th September, 1918, may count all service in Writer ratings over 10 years towards advancement to Chief Writer and increase of pay as such, provided they were rated up to each grade at the earliest possible date *See also* Art. 378.  
) Third Writer. (F) Ratings who have been given special advancement are to have deducted from the total of ten years' qualifying service for Chief Writer that portion of their service which has already been waived in their cases. The time lost will be added to the period of service required of men who have lost time owing to disrating, &c.

1) *See* Art. 379. (B) Over 24; three years as Second Writer. *For men who were serving in the Writer Branch on 13th September, 1918, 'six years' total service in Writer ratings, provided promotion has been attained at the earliest dates permitted under the Regulations. See also* Art. 378. (C) Held third Monday in January and July: (1) Ledger, Ship's office work, pay accounts and relevant orders and instructions, Naval Savings' Bank—300 marks; (2) Captain's Clerk work, Admiralty Instructions—150 marks; (3) Arithmetic—100 marks; (4) Typewriting—50 marks; (5) *Optional*, Shorthand—100 marks; 420 marks and not less than 50 per cent. in any one obligatory subject required to pass. Names of candidates to reach Admiralty not later than two months before examination due to be held. \_\_\_\_\_ (E) Third Writer. (F) Candidates may be examined within one year of completing the necessary qualifying time. Rejected candidates are to present themselves for re-examination not later than one year after the date of their first examination. The failure of any Second Writer to pass at the second attempt is to be reported to the Admiralty for decision as to his retention in the Service. The fact of a candidate having passed is to be noted on his Service Certificate, the Ship's Ledger, and the man's History Sheet, the marks obtained being recorded on the latter.

- (A) *See* Art. 379. (B) Over 21; three years as Third Writer. *See also* Art. 378.  
(E) Third Writer.

(A) Commodore, R.N. Barracks. (B) 18 to 23; entered direct from shore by examinations held at Home Ports. \_\_\_\_\_ (E) Cannot be disrated for punishment.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Supply.</b>	<i>s. d.</i>	
<u>119. Supply Chief Petty Officer (C.S.)</u> - - -	9 3	10; B.; M.G.†
After 3 years as such - - -	9 9	
With subsequent triennial increments of 6d. a day.		
<u>120. Supply Petty Officer</u> - - -	7 9	8; B.; M.G.†
After 3 years as such - - -	8 1	
<u>121. Leading Supply Assistant</u> - - -	6 0	6; B.
<u>122. Supply Assistant</u> - - -	4 6	5; B.; C.C.
<b>Regulating Branch.</b>		
<u>123. Master-at-Arms (C.S.)</u> - - -	9 6	10; B.; M.G.
After 3 years as such - - -	10 0	
With subsequent triennial increments of 6d. a day.		
M.A.A. at Naval D.O.'s (inclusive rate) -	11 6	

# **ART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, see Art. 778. (F) Remarks.**

**1) See Art. 381. (B) 1 year as Supply Petty Officer (for ex-Victualling or Stores ratings, 1 year as V.P.O. or as P.O.), and must have passed for the rating after having obtained the rating of Leading Supply Assistant. See also Art. 378. (C) (1) Knowledge of weights and measures and of arithmetic including vulgar fractions and decimals—100 marks; (2) Scale and allowance of provisions and substitutes, mode of issuing to messes, sick mess, bakeries, &c. Ability to prepare demands for provisions, clothing, soap, tobacco, implements, mess traps, having regard to numbers borne, and the authorised stocks, Regulations and general routine as regards issue of clothing—100 marks; (3) Acquaintance with usual precautions for the safe custody of provisions, clothing, implements, &c., to prevent deterioration. Method of stowing holds, and storage of clothing—100 marks; (4) General knowledge of Admiralty Instructions as far as they relate to provisions, clothing, soap, tobacco, implements, mess traps, accounts, together with the subsidiary books, certificates, &c.—100 marks; (5) Regulations and general routine for issue of Naval Stores to Departments, ability to prepare demands for periodical replenishments, having regard to the authorised stocks. Drawing Stores from a Dockyard. Preparation of reports of surveys, and routine of Surveys—100 marks; (6) Acquaintance with the usual precautions for the safe custody of Naval Stores to prevent deterioration—100 marks; (7) General knowledge of the Admiralty Instructions as far as they relate to Naval Stores, ability to keep Naval Stores Accounts and knowledge of all subsidiary documents, files and disposal of Accounts and Vouchers—100 marks; (8) General knowledge of the names and uses of, and be able to distinguish the various Stores and Tools in the Central Store—100 marks. In order to qualify candidates must obtain at least 75 per cent. of marks in each subject, and not less than a total of 720. (D) Two Paymaster Commanders or Paymaster Lieutenant Commanders. (E) Supply Assistant. NOTE.—Ex-Victualling ratings may only be disrated to Supply Assistant if they have previously held the rating of Victualling Assistant. Otherwise they may not be disrated below Leading Supply Assistant. (F) The Passing Certificate is to be given to the candidate and a duplicate sent to the Commadore of his Depôt. (N. 41/23.)**

**(A) See Art. 381. (B) Passed for the rating. Must be a Leading Supply Assistant with three years' combined service in an A.B. rating or above. See also Art. 378. (C) As for Supply Chief Petty Officer. To qualify candidates must obtain at least 60 per cent. of marks in each subject; (D), (E) and (F) As for Supply C.P.O. but may be examined at any time after entry. (2) Leading Supply Assistants who fail to pass for Supply Petty Officer are to be examined again not later than one year after the date of the first examination. If a man fails to pass at the second attempt the fact is to be specially reported to the Admiralty for decision as to his retention in the Service.**

**(A) See Art. 381. (B) Three years as Supply Assistant. See also Art. 378. (E) Supply Assistant.**

**(A) Commadore, R.N. Barracks. (B) 18 to 23; entered direct from shore by examination held at Home Ports. (E) Cannot be disrated for punishment.**

**(A) See Art. 381. (B) Over 25 when examined; thoroughly recommended as fit in all respects for the position on the application for examination. Recommendation not to be given until after at least one year in the confirmed rating of Regulating Petty Officer. See also Article 378. (C) Educational. As for regulating Petty Officer. Professional. General acquaintance with Chapter XX, King's Regulations and Admiralty Instructions. (D) At Home Ports. Commadore of Depôt. Elsewhere. Captain of a ship other than that to which the candidate belongs. (E) Ordinary; but to A.B. or other equivalent rating if capable of performing the duty. (N. 1946/23.)**

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Share Badges; Medal and Gratuity; Classed for Conduct.
<b>REGULATING BRANCH—continued.</b>		
<b>124. <i>Regulating Petty Officer</i></b> - - - - <u>Over 3 years (including service on proba-</u> <u>tion or as Ship's Corpl., 1st and/or 2nd</u> <u>Class.)</u> <u>Over 6 years (including service on proba-</u> <u>tion or as Ship's Corpl., 1st and/or 2nd</u> <u>Class.)</u>	<i>s. d.</i> 8 0  8 4  8 8	8; B.; M.G.
<b>Cook.</b>		
<b>125. <i>Chief P.O. Cook</i> (C.S.)</b> - - - - After 3 years as such - - - - With subsequent triennial increments of 6d. a day.	9 0  9 6	10; B.; M.G.
<b>126. <i>P.O. Cook</i> (C.S.)</b> - - - - After 3 years as such - - - - After 6 years as such - - - -	7 6  7 10  8 2	8; B.; M.G.
<b>127. <i>Leading Cook</i> (C.S.)</b> - - - - After 3 years as such -	5 9  6 0	6; B.; M.G.

## ART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disgraced or reduced for punishment, *see* Art. 776. (F) Remarks.

(A) Commodore of Depôt for change of rating. Commander-in-Chief of a Home Port, with concurrence of Adjutant-General, Royal Marines, for transfer on probation from the Royal Marines. (B) Under 30: Candidates may be drawn from any branch, but must be old, and have held continuously in the immediately preceding twelve months, a not lower equivalent rating than Petty Officer, R.N., or Sergeant, R.M.: three years' sea-going service: "very good" conduct for the three years immediately preceding examination: minimum height 5 feet 7 inches: thoroughly recommended by a Commanding Officer or Colonel Commandant, R.M., as suitable for regulating duties. The minimum standard of vision for the Regulating Branch is 6/6 one eye and 6/12 the other: ratings of the Regulating Branch are not permitted to wear glasses. (C) *Educational Test*, Part I or 1st or 2nd Class Certificate of Education, Royal Marines. *Professional Examination* after two months' course at Depôt. (E) Ordinary; but to A.B. or other equivalent rating if capable of performing the duty. (F) *Probationary service*. At least one year from the date of passing and for such longer period as may be deemed fit by Commanding Officer. Qualified probationers are to be rated "Acting Regulating Petty Officer" until finally transferred.

*Reversion*.—Candidates failing at the Depôt examination must revert to their former employment. Probationers and ratings finally transferred may be similarly reverted at any time if they prove unsuitable for regulating duties. Reversion is not to prejudice original prospects or character unless an offence has actually been committed.

*Royal Marines*.—*See also* Arts. 1163 (4a), 1164 (10a), and 1171a regarding conditions of transfer of Royal Marines. (N. 3448/23.)

(A) *See* Art. 381. (B) One year as Petty Officer Cook, and examination after a short re-qualifying course at a school of cookery. *See also* Art. 378. (C) Ability to take sole charge of a galley and bakery in ships with complements of 1,200 and upwards. (For examination syllabus, *see* "Handbook of Naval Cookery.") (D) Officer in charge of Cookery School at a Home Port. (E) Cook. (F) As for Leading Cook.

(A) *See* Art. 381. (B) One year as Leading Cook and examination after a short re-qualifying course at a school of cookery. *See also* Art. 378. (C) Ability to take sole charge of galley and bakery in ships with complements of 700. (For examination syllabus, *see* "Handbook of Naval Cookery.") (D) Officer in charge of Cookery School at a Home Port. (E) Cook. (F) As for Leading Cook.

(A) *See* Art. 381. (B) One year as Cook and examination after a short re-qualifying course in a school of cookery. *See also* Art. 378. (C) The Educational Test, Part I (Appendix X, Part XVII). Ability to take sole charge of galley and bakery in ships with complements of 150. (For professional examination syllabus, *see* "Handbook of Naval Cookery.") (D) Officer in charge of Cookery School at Home Port. (E) Cook. (F) On arriving at their turn for promotion Cook ratings are rated "Acting" until they have passed the requisite Depôt examination for confirmation, which examination must be taken at the first opportunity. An Acting Cook rating who fails to pass is to revert to his former rating, and be put back by the Examining Officers for a varying period, up to a maximum of nine months, on the expiration of which he should present himself for re-examination: (a) If serving in a Home Ship, at the Cookery School for confirmation; (b) If serving abroad, by the Accountant Officer of the ship when the examination is to be regarded as provisional and the man, if qualified, is to be again rated "Acting," and required to pass finally for confirmation on his return to the cookery school. A Cook rating who fails to pass at the second attempt is to be specially reported to the Admiralty for consideration as to his further retention in the Service.



1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<b>Cook—contd.</b>	<i>s. d.</i>	
<u>128.</u> Cook (C.S.) - - - - -	4 3	5; B.; M.G.; C.C.
After 3 years' man's service - -	4 6	
After 6 years' man's service - -	4 9	
<u>129.</u> Assistant Cook (C.S.) - - - - -	2 9	3; M.G.; C.C.
<b>Band (Old System).</b>		
<u>130.</u> Chief Bandmaster (O.S.) - - - - -	8 0	10; B.; M.G.†.
After 3 years in the rating - - -	8 6	
After 6 years in the rating - - -	9 0	
<u>131.</u> Bandmaster (O.S.) - - - - -	6 6	8; B.; M.G.†
After 3 years in the rating - - -	6 10	
After 6 years in the rating - - -	7 2	
<u>132.</u> Band Corporal (O.S.) - - - - -	5 0	6; B.; M.G.†
After 3 years as such - - - - -	5 3	
<u>133.</u> Ship's Musician (O.S.) - - - - -	5 0	6; B.; M.G.†
After 3 years as such - - - - -	5 3	
<u>134.</u> Bandsman (O.S.) - - - - -	3 6	5; B.; M.G.†; C.C.
After 3 years' man's service - - -	3 9	
After 6 years' man's service - - -	4 0	
<b>Officers' Steward and Cook (C.S.).</b>		
<u>135.</u> Officers' Chief Steward or Cook - - -	9 0	10; B.; M.G.
After 3 years as such - - - - -	9 6	
With subsequent triennial increments of 6d. a day.		

# **PART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 778. (F) Remarks.

(A) Captain. (B) Able to pass requisite examination after six months' training at a School of Cookery; if considered fit for advancement in all respects. Assistant Cooks to be rated Cook after six months as Assistant Cook when awarded an "Exceptional" Certificate at examination on completing initial training; after eight months when awarded "Superior" Certificate; otherwise after ten months' service. The advancement of ratings not examined within these periods, owing to circumstances beyond their control, to be antedated as necessary if they are otherwise fit and pass the examination at the next opportunity. Particulars of antedating are to be inserted in the Ship's Ledger.

(C) Good knowledge of breadmaking and general ability as a Cook's Assistant. (For examination syllabus, *see* "Handbook of Naval Cookery.") (D) Officer in charge of Cookery School at a Home Port. (E) Cannot be disrated for punishment.

(A) Commodore of Depot, for entry from shore; Commander-in-Chief with concurrence of Adjutant-General, Royal Marines, for transfer on probation from Royal Marines.

(B) Between 18 and 23; good character; general aptitude for the rating. (C) Reading and writing as for "other men ratings," i.e., reading a short passage, and writing a similar passage of not more than six lines, slowly read once, and then dictated. Arithmetic—first four rules, simple; money—addition and subtraction only. (D) Officer in charge of Cookery School at a Home Port. (E) Probationer from shore cannot be disrated for punishment. For probationer from Royal Marines *see* Art. 1171a (4). (F) All newly entered men to be on probation during their period of training, and to be liable to immediate discharge by the \_\_\_\_\_, \_\_\_\_\_ Commander-in-Chief of the Port Division at any time within that period, if they show no promise of being proficient, or if their conduct is unsatisfactory. The syllabus of instruction and examination of Cook ratings is detailed in the "Handbook of Naval Cookery." \_\_\_\_\_ *See* Arts. 1163 (4a), 1164 (10a), and 1171a for conditions of transfer from Royal Marines.

(N. 801/23.)

(A) Captain. (E) Bandsman. (F) Rating to die out.

(A) Captain. (E) Bandsman. (F) Rating to die out.

(A) Captain. (E) Bandsman or Ordinary, or, if capable of performing the duty, to A.B. or other equivalent rating. (F) Rating to die out.

(A) Captain. (B) Over 18. (C) Able to play the violin, fife, pipes, or other suitable instrument. \_\_\_\_\_ (E) Cannot be disrated for punishment.

(E) Cannot be disrated for punishment. (F) Rating to die out.

(A) *See* Art. 381. (B) Unless advanced from early advancement roster, 30; five years as Officers' Steward or Cook, 1st Class, with ability not below "Superior," for three consecutive years immediately before advancement (time spent as Officers' Chief Steward or Cook (N.C.S.) with ability below "Superior" to be ignored). One year's seagoing service as Officers' Steward or Cook, 1st Class (if transferred from N.C.S. in present or higher rating). *See also* Art. 378. (E) Officers' Steward or Cook, 3rd Class. (F) Officers' Stewards or Cooks, 1st Class, employed as Flag Officer's Steward or Cook may be rated Acting Chief Officers' Steward or Cook, reverting on cessation of this duty if not advanced under the ordinary regulations meanwhile. Time in the acting rating will not count for advancement, increase of pay or pension in the C.P.O. rating. The acting rating is to be noted on the foot of page 2 of the Service Certificate and not in the service column.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares; Badges; Medal and Gratuity; Classed for Conduct.
<p><b>Officers Steward and Cook (C.S.)—contd.</b></p> <p>136. <i>Officers' Steward, 1st Class</i> - - - - } 7 6  <i>Officers' Cook, 1st Class</i> - - - - }  After 3 years as such - - - - } 7 10  After 6 years as such - - - - } 8 2</p> <p>137. <i>Officers' Steward, 2nd Class</i> - - - - } 5 9  <i>Officers' Cook, 2nd Class</i> - - - - }  Over 3 years as such - - - - } 6 0</p> <p>138. <i>Officers' Steward, 3rd Class</i> - - - - } 4 3  <i>Officers' Cook, 3rd Class</i> - - - - }  After 3 years in man's rating - - - - } 4 6  After 6 years in man's rating - - - - } 4 9  See paragraphs 5, 6, and 7 of introduc-  tion to this Appendix.</p> <p>139. <i>Officers' Steward, 4th Class</i> - - - - } 2 9  <i>Officers' Cook, 4th Class</i> - - - - }</p> <p>140. <i>Boy Servant</i> - - - - - 1 9</p>		
<p><b>Officers' Steward and Cook (N.C.S.)</b></p> <p>NOTE.—With the exception of the authorised number of Maltese and foreigners no Officers' Stewards or Cooks are to be entered for non-continuous service, save under the conditions notified from time to time by the Admiralty. Such ratings will not be allowed to transfer to continuous service without Admiralty approval, which will be given in exceptional cases only.</p> <p>141. <i>Officers' Chief Steward or Cook†</i> - - - 9 0  After 3 years as such - - - - 9 6  With subsequent triennial increments of  6d. a day.</p>		
		<p>8; B.; M.G.</p> <p>6; B.; M.G.</p> <p>5; B.; M.G.; C.C.</p> <p>3; C.C.</p> <p>3.</p> <p>10; B.; M.G.</p>

# **ART I.—RATINGS, WAGES AND ALLOWANCES.**

**4.—(A)** Authority to give Rating. **(B)** Age, previous service and other qualifications required. **(C)** Nature of examination.  
**(D)** Examining Officers. **(E)** Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. **(F)** Remarks.

\_\_\_\_\_ | \_\_\_\_\_

*See* Art. 381. **(B)** Unless advanced from early advancement roster, 24. One year's going service as Officers' Steward or Cook, 2nd Class (if transferred from (N.C.S.) in sent or higher rating.) *See also* Art. 378. **(C)** Educational Test, Part I (Appendix Part XVII). **(E)** Officers' Steward or Cook, 3rd Class.

*See* Article 381. **(B)** Unless advanced from early advancement roster, 21. One year's seagoing service as Officers' Steward or Cook, 3rd Class. *See also* Art. 378. Officers' Steward or Cook, 3rd Class.

*See* Captain. **(B)** Two years as Officers' Steward or Cook, 4th Class, including (except ratings transferred from N.C.S.) six months' seagoing service. **(E)** Cannot be disrated for punishment.

*See* Commodore of Dépôt. **(B)** 18–25. **(E)** Cannot be disrated for punishment.  
*See* New entries will be on probation until they complete six months as Officers' Steward Cook, 4th Class, and will be liable to discharge during that period without Admiralty approval if found unsuitable.

*See* Commodore of Dépôt. **(B)** 16–18. Entered in certain Harbour Ships and Home establishments for training. If under the age of 17, the consent of parent or guardian must be obtained to entry for twelve years' service from the age of 18, in addition to period prior to attaining that age. **(E)** Cannot be disrated for punishment. **(F)** On reaching the age of 18 to be rated Officers' Steward or Cook, 4th Class, if fit for the rating; may be discharged after six months or on reaching 18, if unfit.

*See* Captain (*see* note under heading in Column 1). **(B)** (*see* E below) 18 to 30. First entry over the age of 30 allowed with special Admiralty sanction, *see* 359. Direct entry from shore of Officers' Stewards and Cooks to fill vacancies not to be allowed without special Admiralty authority when there are available men in the Dépôts, *see* 358 and 359. \_\_\_\_\_ | \_\_\_\_\_. **(C)** Must read and write fairly, and have a fair knowledge of the simple rules of arithmetic. **(E)** Rating in which entered or re-entered for current engagement, *i.e.*, on commencement of current period of unbroken service to maintain power of disrating Officers' Stewards and Cooks are to be entered or re-entered in a rating lower than the vacancy to be filled and advanced next day to the higher rating. **(F)** If these ratings are borne on the books of a Dépôt under Art. 358 they are to be rated and paid as Officers' Stewards and Cooks, 1st Class. (NOTE.—A man re-entered within five years of his discharge in a rating in which he has previously served will be entitled to count his former service in that rating towards increase of pay. If re-entered in a rating inferior to that in which he has previously served he will be entitled to count for increase of pay any time served in a superior rating.) (N. 41/23.)

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares Badges; Medal and Gratuity; Classed for Conduct.
<p><b>Officers' Steward and Cook (N.C.S.)—(contd).</b></p> <p><u>142.</u> <i>Officers' Steward, 1st Class</i>† - - - - }  <i>Officers' Cook, 1st Class</i>† - - - - }  After 3 years as such - - - - }  After 6 years as such - - - - }</p> <p><u>143.</u> <i>Officers' Steward, 2nd Class</i>† - - - - }  <i>Officers' Cook, 2nd Class</i>† - - - - }  Over 3 years as such - - - - }</p> <p><u>144.</u> <i>Officers' Steward, 3rd Class</i>† - - - - }  <i>Officers' Cook, 3rd Class</i>† - - - - }  After 2 years as such - - - - }  After 3 years as such - - - - }  After 6 years as such - - - - }</p> <p>NOTE.—The provisions of paragraphs 5 and 6 of the introduction to this Appendix are not applicable to these increases. (N.P.II/297/23.)</p> <p><u>145.</u> <i>Officers' Steward, 3rd Class</i>† - - - - }  <i>Officers' Cook, 3rd Class</i>† - - - - }  Under 2 years' service - - - - }</p> <p><u>146.</u> <i>Boy Servant</i>† - - - - - - - - -</p> <p><u>147.</u> <i>Draughtsman (C.S.) :—</i>  On entry - - - - -  After 3 years as such - - - - -  After 7 years as such - - - - -  After 12 years as such - - - - -  After 17 years as such - - - - -</p>	<p>s. d.</p> <p>7 6 7 10 8 2</p> <p>5 9 6 0</p> <p>4 3 4 6 4 9</p> <p>2 9</p> <p>1 9</p> <p>9 6 10 0 10 6 11 0 11 6</p>	<p>8; B.; M.G.</p> <p>6; B.; M.G.</p> <p>5; B.; M.G.; C.C. (see (F)).</p> <p>3; C.C.</p> <p>3.</p> <p>10; B.; M.G.</p>

# **PART I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A)** Authority to give Rating. **(B)** Age, previous service and other qualifications required. **(C)** Nature of examination.  
**(D)** Examining Officers. **(E)** Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. **(F)** Remarks.

**Captain, (see note under heading in Column 1.) (B)** (*see E* below) 18 to 30. First entry over the age of 30 allowed with special prior Admiralty sanction, *see* Art. 359. Direct entry from shore of Officers' Stewards and Cooks not to be allowed without special Admiralty authority when there are available men in the Depôt, *see* Arts. 358 and 359. Must read and write fairly, and have a fair knowledge of the simple rules of arithmetic. Rating in which entered or re-entered for current engagement. On commencement of new period of unbroken service to maintain power of disrating Officers' Stewards and Cooks are to be entered or re-entered in a rating lower than the vacancy to be filled and advanced next day to the higher rating. **(F)** *See (F)* of Officers' Steward or Cook, 3rd Class.

**(B), (C)** and **(E)** as for Officers' Stewards and Cooks, 1st Class. **(F)** *See (F)* of Officers' Steward and Cook, 3rd Class.

For regulations respecting Officers' Stewards and Cooks, 3rd Class, with less than five years' service, *see* below. **(E)** Cannot be disrated for punishment. **(F)** Men holding these ratings who can show five years as Officers' Steward or Officers' Cook, 1st or 2nd Class, or the two combined, and who are otherwise eligible may be recommended for the Good Conduct Medal provided they are not holding the lower rating on account of misconduct. This will admit of the award of the Medal on re-employment in one of the higher ratings.

**1) Captain (see note under heading in Column 1.) (B)** 18 to 30. First entry over the age of 30 allowed with special prior Admiralty sanction, *see* Art. 359. Direct entry from shore of Officers' Stewards and Cooks not to be allowed without special Admiralty authority when there are available men in the Depôts, *see* 358 and 359. **(E)** Cannot be disrated for punishment. **(F)** Men holding these ratings who can show five years as Officers' Steward or Officers' Cook, 1st or 2nd Class, or the two combined, and who are otherwise eligible, may be recommended for the Good Conduct Medal provided they are not holding the lower rating on account of misconduct. Officers' Stewards and Cooks are eligible for the Good Conduct Medal Gratuity under the same conditions as other ratings eligible therefor. They are also eligible as from 2nd August, 1914, to count Petty Officer time for pension under the Regulations applicable to Non C.S. ratings. **(NOTE.—** A man re-entered within 5 years of his discharge in a rating in which he has previously served will be entitled to count his former service in that rating towards increase of pay. If re-entered in a rating inferior to that in which he has previously served, he will be entitled to count for increase of pay any time served in a superior rating.) The rates of pay of Officers' Stewards and Cooks have been fixed with a view to rendering private pay unnecessary.

**(A)** Captain, (*see note under heading in Column 1.*) **(B)** 16 to 18. Entered in certain Harbour Ships and Home Establishments for training. If under the age of 17 the consent of parent or guardian must be obtained to entry for five years' service. **(E)** Cannot be disrated for punishment. **(F)** Classed as regards prize snare, accommodation, &c., with Boys. On reaching the age of 18, to be rated Officers' Steward or Officers Cook, 3rd Class, if fit for the rating; if unfit, to be discharged. **(N. 41/23.)**

**(F)** Rating to die out. No further entries as Naval Ratings.

1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares, Badges; Medal and Gratuity; <del>Closed</del> for Conduct.
	<i>s. d.</i>	
148. Tailor† . . . . .	2 9	5; B.; M.G.†; C.C.
149. Shoemaker† . . . . .	3 0	
After 3 years as such . . . . .	3 3	
After 6 years as such . . . . .	3 6	
After 9 years as such . . . . .	3 9	
After 12 years as such . . . . .	4 0	
After 15 years as such . . . . .	4 3	
After 18 years as such . . . . .		
<b>Royal Marines.</b>		
150. Warrant Officer, Class II. . . . .	10 0	10; B.; M.G.
After 3 years as such . . . . .	10 6	
151. Staff Clerk . . . . .	10 0	10; B.; M.G.
152. Quartermaster-Sergeant . . . . .		
153. Barrack Quartermaster-Sergeant . . . . .		
154. Quartermaster-Sergeant-Instructor . . . . .		
154a. Hospital Quartermaster-Sergeant . . . . .		
155. Company Sergeant Major . . . . .	10 6	10; B. M.G.
After 3 years as such . . . . .		
With subsequent triennial increments of 6d. a day.		
156. Armourer Quartermaster-Sergeant . . . . .	10 6	(N. 3477/21.) 10; B.; M.G.
After 3 years as such . . . . .	11 0	
With subsequent triennial increments of 6d. a day.		
157. Armourer Sergeant . . . . .	10 0	10; B.; M.G.
After 3 years as such . . . . .	10 6	
158. Hospital Staff Sergeant . . . . .	8 6	10; B.; M.G.
159. Drum Major . . . . .		
160. Bugle Major . . . . .		
161. Colour Sergeant . . . . .		
After 3 years as such . . . . .	9 0	8; B.; M.G.
After 6 years as such . . . . .	9 6	
162. Sergeant . . . . .	7 0	6; B.; M.G.
After 3 years as such . . . . .	7 4	
After 6 years as such . . . . .	7 8	3; B.; M.G.
163. Corporal . . . . .	5 6	
After 3 years as such . . . . .	5 9	5; B.; M.G.
164. Musician or Bugler . . . . .	2 9	
After 1 year's service . . . . .	4 0	3; B.; M.G.
After 3 years' man's service . . . . .	4 3	
After 6 years' man's service . . . . .	4 6	5; B.; M.G.
165. Gunner, R.M.A. } On enlistment . . . . .	2 9	
166. Private, R.M.L.I. } After 1 year's service or on completion of drills. . . . .	3 6	5; B.; M.G.
On completing training ready for em- barkation. . . . .	4 0	
After 3 years' man's service . . . . .	4 3	
After 6 years' man's service . . . . .	4 6	

## **Part I.—RATINGS, WAGES AND ALLOWANCES.**

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination. (D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

Ratings to die out. No further entries as Naval Ratings.

*Staff Sergeants* : Adjutant-General, Royal Marines, by selection as vacancies occur, and Armourer Quartermaster-Sergeants, who will be promoted from Armourer Sergeant on completion of five years in appointment, provided they have then completed ten years service. *Other Ranks* : Colonel Commandant, Royal Marine Division, as vacancies arise.

*For Corporal* :—

- (i) Not less than six months' practical experience of naval routine.
- (ii) Third class certificate of education.
- (iii) Certificate that he has passed the prescribed examination.

*For Sergeants* :—

- (i) Not less than six months' practical experience of naval routine as confirmed non-commissioned officer.
- (ii) Second class certificate of education.
- (iii) Certificate that he has passed the prescribed examination.

*For Drum Major, Bugle Major, and Colour Sergeant* :—By selection.

*For Armourer Sergeant* :—

By selection from non-commissioned officers qualified as such at the Small Arms School, Enfield.

*For Hospital Staff Sergeants* :—

By selection from non-commissioned officers qualified as Dispensers at a R.N. Hospital.

*For Company Sergeant-Major* :—

By selection from Colour Sergeants who have at least three years' seagoing service as Sergeant.

(*See* General Standing Orders, Royal Marines.)

*For other Staff Sergeants* (except Armourer Q.M.S.) :—

By selection. (*See* "Instructions for Royal Marine Divisions.")

(D) For Sergeants and Corporals as laid down in "General Orders, Royal Marines." (D) Examination Boards for non-commissioned officers and men as shown in Appendix XIII. Instructions for Royal Marine Divisions." (E) A Warrant Officer, Class II, or non-commissioned officer may be reduced to any lower rank in his own branch of the Corps. Gunner, Private, Musician or Bugler cannot be reduced for punishment. (F) Warrant Officers, Class II (Rank to die out), and non-commissioned officers may have badges conferred on them, but they are not to wear their badges. Service in an acting rank is not allowed to count for progressive pay in that rank.



1.—Rating. Continuous Service :— (C.S.) = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounties and Salvage Shares Badges; Medal Gratuity; Class for Conduct.
<p style="text-align: center;"><b>Royal Marine Bandsmen.</b></p> <p><u>167.</u> Bandmaster, 1st Class (Colour-Sergeant) - - - - - 8 6 10; B.; M.G.</p> <p style="padding-left: 2em;">After 3 years as such - - - - - 9 0</p> <p style="padding-left: 2em;">After 6 years as such - - - - - 9 6</p> <p><u>168.</u> Bandmaster, 2nd Class (Sergeant) - - - - - 7 0 8; B.; M.G.</p> <p style="padding-left: 2em;">After 3 years as such - - - - - 7 4</p> <p style="padding-left: 2em;">After 6 years as such - - - - - 7 8</p> <p><u>169.</u> Band Corporal - - - - - 5 6 6; B.; M.G.</p> <p style="padding-left: 2em;">After 3 years as such - - - - - 5 9</p> <p><u>170.</u> Musician on enlistment - - - - - 2 9 3; B.; M.G.; CC.</p> <p style="padding-left: 2em;">After 1 year's service as such - - - - - 4 0 5; B.; M.G.; CC.</p> <p style="padding-left: 2em;">After 3 years' man's service - - - - - 4 3</p> <p style="padding-left: 2em;">After 6 years' man's service - - - - - 4 6</p> <p><u>171.</u> Band Boy - - - - - 1 0 3.</p> <p style="padding-left: 2em;">After 1 year's service - - - - - 1 9</p>		
AFRICANS, ASIATICS, &c.		
Seedies.		
(NOTE.—For special rates of pay to Natives entered on Foreign Stations to fill Naval ratings see 1433.)		
<p><u>172.</u> <i>Head Tindal</i>† - - - - - 2 3* 10; B.; M.G.†</p> <p style="padding-left: 2em;">With biennial increments of 1d. a day up to a maximum of 2s. 6d.</p>		
<p><u>173.</u> <i>Tindal</i> in Battleships and Cruisers† - - - - - 1 9* 8; B.; M.G.†</p> <p><u>174.</u> <i>Tindal</i> in other vessels† - - - - - 6; B.; M.G.†</p> <p style="padding-left: 2em;">With biennial increments of 1d. a day up to a maximum of 2s. 6d.</p>	}	{
<p><u>175.</u> <i>Second Tindal</i>† - - - - - 1 6* 5; B.; M.G.†; CC.</p> <p style="padding-left: 2em;">With biennial increments of 1d. a day up to a maximum of 1s. 8d.</p>		
<p><u>176.</u> <i>Seedie</i>† - - - - - 1 0* 3; B.; M.G.†; CC.</p> <p style="padding-left: 2em;">With biennial increments of 1d. a day up to 1s. 5d.</p>		

## PART I.—RATINGS, WAGES AND ALLOWANCES.

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.

### Royal Marine Bandmen.

Superintendent R.N. School of Music as vacancies occur.

*For Band Corporal :—*

- (i) Not less than six months' practical experience of naval routine.
- (ii) Second class certificate of education.
- (iii) "V.G." character.
- (iv) "V.G." in working of fire control instruments.
- (v) Certificate that he has passed the prescribed examination.

*For Bandmaster, 2nd Class :—*

- (i) Not less than six months' practical experience of naval routine as confirmed non-commissioned officer.
- (ii) Second class certificate of education.
- (iii) First class certificate in first-aid.
- (iv) "V.G." in working of fire control instruments.
- (v) Certificate that he has passed the prescribed examination.

*For Bandmaster, 1st Class and above :—*

By selection (*see* "Instructions for R.M. Divisions").  
and (D) As laid down in "General Orders, Royal Marines." (E) A Bandmaster, 1st Class, Bandmaster, 2nd Class, or Band Corporal may be reduced to any lower rank in his branch of the Corps. A Musician cannot be reduced for punishment. (F) Service in acting rank is not allowed to count for progressive pay in that rank.

Captain in vacancies. (B) Six years as Tindal, all service "V.G." (one "V.G.\*"); 3 years "Superior" ability; specially recommended. (C) Fitness for and knowledge of duties of Head Tindal; must speak good English. (D) As appointed by Commanding Officer. (E) Seedie.

Captain in vacancies. (B) One year as 2nd Tindal; "V.G." character; (C) Simple examination as to knowledge of the duties of a Tindal; working knowledge of English. As appointed by Commanding Officer. (E) Seedie.

Captain in vacancies. (B) Three years as Seedie with "V.G." character, last assessment of ability not below "Superior." (E) Seedie.

Captain. (E) Cannot be disrated for punishment.

1.—Rating. Continuous Service :— (C.S. = obligatory; † = not permitted; optional in other Ratings.	2.—Wages per day : Non-C.S. rates marked*. E.P. (See Art. 1435.)	3.—Prize Bounty and Salvage Shares Badges; Medal and Gratuity; Classified for Conduct.
<p><b>Stoker Seedies.</b></p> <p>177. <i>Stoker Tindal</i> in Battleships and Cruisers† - } 2 1* { 8; B.; M.G.†  178. <i>Stoker Tindal</i> in other vessels† - - - - - } 6; B.; M.G.†  With biennial increments of 1d. a day up  to a maximum of 2s. 6d.</p> <p>179. <i>Second Stoker Tindal</i>† - - - - - 1 10* 5; B.; M.G.†; C.C.  With biennial increments of 1d. a day up  to a maximum of 2s.</p> <p>180. <i>Stoker Seedie</i>† - - - - - 1 4* 3; B.; M.G.†; C.C.  With biennial increments of 1d. a day up  to a maximum of 1s. 9d.</p>		
<p><b>Kroomen.</b></p> <p>181. <i>Head Krooman</i> in Battleships and Cruisers†- 2 3* 8; B.; M.G.†</p> <p>182. <i>Head Krooman</i>, in other than Battleships  and Cruisers.† 2 0* 6; B.; M.G.†  (N. 41/23)</p> <p>183. <i>Second Head Krooman</i>† - - - - - 1 8* 5; B.; M.G.†; C.C.</p> <p>184. <i>Krooman</i>† - - - - - 1 3* 3; B.; M.G.†; C.C.</p>		

AT I.—RATINGS, WAGES AND ALLOWANCES.

---

- 4.—(A) Authority to give Rating. (B) Age, previous service and other qualifications required. (C) Nature of examination.  
(D) Examining Officers. (E) Lowest Rating to which may be disrated or reduced for punishment, *see* Art. 776. (F) Remarks.
- 

Captain in vacancies. (B) One year as 2nd Tindal; "V.G." character. (C) Simple  
mination as to knowledge of the duties of a Tindal; working knowledge of English.  
As appointed by Commanding Officer. (E) Stoker Seedie.

Captain in vacancies. (B) Three years as Seedie with "V.G." character, last  
lity assessment not below "Superior." (E) Stoker Seedie.

Captain. (E) Cannot be disrated for punishment.

) Captain in vacancies. (E) Krooman.

) Captain in vacancies. (E) Krooman.

) Captain in vacancies. (E) Krooman.

) Captain. (E) Cannot be disrated for punishment.

(N. 11890/22.)

---

## Part II.—Special Service System.

1. Under the provisions of the Naval Forces Act, 1903 (3 Edward 7, Ch. 6), men entered as follows, according to their qualifications:—

Seaman Class - - - -	<div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">A.B., rising to Leading Seaman - - -</div> <div style="display: inline-block; vertical-align: middle;">Ordinary - - -</div> <div style="display: inline-block; vertical-align: middle;">Stoker, 1st Class - -</div> <div style="display: inline-block; vertical-align: middle;">Stoker, 2nd Class -</div> </div> <div style="display: inline-block; vertical-align: middle; font-size: 3em; margin: 0 10px;">}</div> <div style="display: inline-block; vertical-align: middle;">18-25</div> </div>	<div style="display: inline-block; vertical-align: middle; font-size: 3em; margin-right: 10px;">{</div> <div style="display: inline-block; vertical-align: middle;">Physical standards as fixed from time to time by the Admiralty.</div>
Stoker Class - - - -		

NOTE.—Special Service Men are eligible for higher ratings on transfer to Continuous Service.

2. **Engagement.**—They are required to sign a Special Engagement, Form S. 56a, for a period of 12 years, of which the first five years or such less period as the Admiralty may direct, will be in the Fleet and the residue in the Royal Fleet Reserve.

3. **Pay, &c.**—They are to receive the Non-Continuous Service rates of pay of their ratings except as specially provided in the case of A.B.'s over three years; Stoker, 1st Class, Stoker, 1st Class over three years, Leading Ratings, P.O.'s and S.P.O.'s. (See Part I.) The qualifications for advancement of Special Service Men are the same as those for the corresponding Continuous Service Ratings; and in other respects (such as Hospital treatment, &c.) they are to be dealt with under the regulations for Continuous Service men as far as applicable.

4. **Non-Substantive Ratings.**—Men entered as Special Service Seamen who are qualified and recommended for transfer to Continuous Service may qualify for Non-Substantive ratings. The Continuous Service Engagement is to be executed in each case before the man is received for the qualifying course.

5. **Good Conduct Badges** will be granted under the usual conditions.

6. **Clothing and Bedding.**—They are to be supplied free of charge with the authorised kit and a set of bedding as in the case of corresponding Continuous Service ratings and with a copy of the Manual of Seamanship.

7. **Discharge by Purchase** is governed by the same regulations as for Continuous Service men.

8. **Transfer to C.S.**—Men may be transferred to Continuous Service by order of the Commander-in-Chief, provided they ☐ ☐ have passed satisfactorily for A.B. or Stoker 1st class, and are recommended by their Captain as deserving in all respects ☐ ☐.

For Seamen, 2 years' "Special Service" are required as a condition of transfer, and they must be recommended by their Captain as likely to make good Petty Officers or to hold a higher Specialist rating.

The "commencing date" of the 12 years' Continuous Service engagement should be that of original entry for Special Service, the "volunteering date," from which Continuous Service pay will commence, should be that of the Commander-in-Chief's approval of the transfer. Clothing and Bedding Gratuities are not allowed on transfer.

Transfers to skilled ratings are governed by Article 391 (3 and 4), but candidates must have completed 2 years under "Special Service" engagements before transfer.

The reference number and date of the Commander-in-Chief's approval are to be inserted on the Engagement Form S. 55 in every case of transfer from Special Service to Continuous Service. (N. 3116/33.)

8a. **Loan to Dominion Navies.**—Special Service men are not to be selected for service on loan in the Naval Forces of the Dominions, unless either—

(1) Their term of engagement in the Dominion Naval Forces will be completed prior to the expiration of the active service portion of their Royal Naval engagements, or

(2) They are eligible and willing to transfer to continuous service in the Royal Navy prior to being lent to the Dominion Naval Forces. (N. 5605/33.)

9. **Pensions and Gratuities.**—If invalided from the Service for Wounds or Hurts received on duty or for other causes, they are to receive Gratuities or Pensions (temporary or permanent), according to the circumstances. If killed or drowned on duty, their widows and young children are eligible for Pensions and Allowances.

10. **Royal Fleet Reserve.**—Immediately on completion of the period of five years' service in the Fleet, Special Service Men who are considered to be in all respects fit for enrolment are to be transferred to the Royal Fleet Reserve, Class B. (2) to complete 12 years' service from date of entry. Actual enrolment in the Royal Fleet Reserve is only to be made at one of the Home Ports (see Art. 604, Clause 2).

## Part II.—SPECIAL SERVICE SYSTEM.

Special Service Men entered since the 30th September, 1908, to be eligible for enrolment, fulfil the following conditions :—

(i) They must either—

- (a) be in possession of one or more Good Conduct Badges; or
- (b) have borne a satisfactory character generally throughout their active service with "V.G." for two of the last three years and at least "Good" for the remaining year.

(ii) Their Service Certificates must be endorsed "Recommended for enrolment in the Royal Fleet Reserve" as laid down in Art. 830, Clause 9.

For the conditions of service in the Royal Fleet Reserve, see the Royal Fleet Reserve Regulations.)

### Part III.—Non-Substantive Ratings, Allowances, &c.

Acting as, or Performing Duty of— One day.

ANY SUPERIOR RATING. See 1431 and 1432. s. d.

1. BARBER.—To Private R.M.L.I., or Bandsman doing duty, as in General Depôts, Naval Barracks, and Ships allowed the rating. See 1460 0 2  
(N. 18888/20.)

2. BUTCHER.—To Marine doing duty as, or, in the absence of a qualified Marine, to any person who satisfactorily performs the duty in Ships allowed the rating. See 1460 0 3

3. COOK.—To the person acting as such in a small Vessel or Tender, whose complement does not include the rating, or in any Vessel in which care and maintenance parties sleep and are victualled; but not payable to Cook ratings :—

In a Vessel with numbers victualled of less than 15, 3d. a day.

In a Vessel with numbers victualled of 15 or more, 6d. a day.

(N.P. II./1518/23.)

4. NAVAL SCHOOLMASTER.—To the rating doing the duty. See 389 and 1450 0 8

5. SICK BERTH ATTENDANT; to the rating employed on the duties—

(a) in ships, other than destroyers, in which

(i) a Sick Berth rating is allowed but not borne;

(ii) a Sick Berth rating is not allowed nor a Medical Officer borne 3

(b) in ships (including destroyers) in which a Sick Berth rating is not allowed but a Medical Officer is borne 2

See 1458.

(N. 4667/23.)

6. VICTUALLING RATING.—To ratings of other than the Victualling and Writer Branches, when performing the duties and in charge of Stores :—

In a Vessel with numbers victualled of less than 15, 3d. a day.

In a Vessel with numbers victualled of 15 or more, 6d. a day.

(N.P. II./518/23.)

7. OFFICERS' SERVANT.—Payable while performing the duties, to the seaman or stoker employed as Officers' Servant in the absence of an Officers' Steward or Cook allowed in the complement but not borne 0 3

If a long period of employment is contemplated the rating employed should be an A.B. or Stoker 1st Class; he should not have a higher non-substantive G. or T. rating; he should, if possible, have over five years' service in his rating.

(N.P. IV./293/22.)

8. WRITER.—To the rating, not of the Writer or Victualling Branch, who is employed as Captain's Writer in Destroyers in full commission which are independent Commands, and in which no Accountant Officer or Writer or member of the Victualling Branch is borne; payable whilst actually employed on the duties 0 6  
(N. 770/22.)

Badges, see No. 29.

Barber, see No. 1.

Bedding Gratuities, see 830, Clause 6, and 1437.

Bugler, see No. 61.

Butcher see No. 2.

9. **Chief or other Armourer.**—To Senior in Gunnery or Torpedo Schools where a rating is in charge; not payable if a Warrant Officer is in charge . . . 0  
(N. 16937/12)

**Cook Ratings :—**

10. **CHARGE OF INSTRUCTIONAL GALLEY IN COOKERY SCHOOLS.**—To Chief Petty Officer Cook. Payable only while actually in charge . . . 1

NOTE.—Not payable concurrently with any other allowance authorised to Cooks.

11. **CHARGE OF GENERAL MESS.**—To Chief Petty Officer Cook in Charge or other Cook rating doing duty as such . . . 1  
(N. 18888/20)

12. **CHARGE OF A GALLEY OR COOKHOUSE WHERE THE GENERAL MESS SYSTEM IS IN FORCE.**—To Chief Petty Officer Cook or other rating in charge . . . 0

NOTE.—Not payable unless the number of Cooks borne and allowed by complement for the General Mess exceeds four.

13. **CHARGE OF THE BAKERIES AT THE R.N. BARRACKS AT THE THREE HOME PORTS.**—To Chief Petty Officer Cook or other rating in charge . . . 0  
(N. 27419/12)

**Clothing Gratuities, see 1436.**

14. **Command of Tenders, &c.:—**

To Chief Petty Officers and others, when specially allowed the additional pay by Admiralty authority . . . 0

**Coxswain:—**

15. **SUBMARINE COXSWAIN.**—Open to Petty Officers and Chief Petty Officers employed as Coxswain in each Submarine or Submarine spare crew, except in classes allowed a Torpedo Coxswain in complement. The badge of Torpedo Coxswain is to be worn while the rating is held. The rating to be dropped automatically when the Petty Officer or Chief Petty Officer holding it reverts to the general service. Must not hold any other non-substantive rating, but Petty Officers, 1st Class (O.S.), and Chief Petty Officers (O.S.) may receive the pay of Seaman Torpedoman in addition. *Authority to give the rating—*Rear-Admiral (S) . . . 0

*See 401.*

16. **COXSWAIN OF TORPEDO BOAT (T.C.)**—Open to Petty Officers and Chief Petty Officers of the Seaman Branch.                       Must show necessary proficiency in the management of a Torpedo Boat. Must re-qualify if two years have elapsed since in charge of a Torpedo Boat. Must not hold any other non-substantive rating except Diver. T.C.'s who wish to serve as Admiral's Coxswains must cease to hold the non-substantive rating while so serving. On relinquishing the appointment may be rated T.C. again as vacancies occur. *Authority to give the rating—*Captain of Torpedo School.                       *Examining Officers—*Officers of Torpedo School, . . . 0  
(N. 1276/11)

*See 395, 397-399, 401, 833, 1129.*

17. **ACTING COXSWAIN OF TORPEDO BOAT (ACT. T.C.)**—When a vacancy occurs and no qualified T.C. is available, the Captain may fill the vacancy provisionally in accordance with Article 398 by selecting as Act. T.C. a rating possessing the knowledge necessary to perform the duties and the substantive rating required for T.C. Must not hold any other non-substantive rating than Diver. *Authority to grant acting rating—*Captain of sea-going ship. *Examining Officers—*Captain and Torpedo Officer of sea-going ship . . . 0  
(N. 8336/22)

*See 395, 397-399, 401, 833, 1129.*

18. **Detained in Service beyond period of engagement, in emergencies, under Drafting Regulations and Articles 428, 1175 and 1448, and men awaiting passage home from a foreign station.**

To Chief Petty Officers, Petty Officers and men of the R.N. and Non-commissioned Officers and men of the Royal Marines . . . 0  
(N. 2275/22)

**Difference of Pay, see 1432.**

### III.—NON-SUBSTANTIVE RATINGS, &c.

One day.  
s. d.

ving:—

For extra pay whilst actually employed in Diving, *see* 1468, Clause 3 (III).

NOTE.—Artificer Divers and Divers must requalify every three years as directed in Article 893. A man failing to attain the first class standard on requalifying as Artificer Diver or Diver may present himself for a further test after one year. A third failure is to debar him from making a further attempt.

19. **ARTIFICER DIVER, 1ST CLASS.**—Must have served at sea for two years after first qualifying as Artificer Diver, 2nd Class. *Authority to give the rating*—Captain of the Gunnery School. *Examining Officers*—Officers of the Gunnery School . . . . . 0 9
20. **ARTIFICER DIVER, 2ND CLASS.**—Must be a Mechanician or Acting Mechanician or an Artificer, Artisan, Shipwright or Armourer of the confirmed relative rank of Petty Officer or above, be able to swim, and be of a stature adapted to the diving dress ordinarily supplied. *Authority to give the rating*—Captain of Gunnery School. *Examining Officers*—Officers of Gunnery School . . . . . 0 6  
(N. 5022/20.)
21. **DIVER, 1ST CLASS.**—Must have served at sea for two years after first qualifying as Diver, 2nd Class. *Authority to give the rating*—Captain of the Gunnery School. *Examining Officers*—Officers of the Gunnery School . . . . . 0 4
22. **DIVER, 2ND CLASS.**—Open to Artificers, Artisans and Shipwrights, Acting 4th and 5th Class, Probationary Armourer's Crew, Seamen S.T.'s and S.G.'s, Stokers, 1st Class, or higher Stoker ratings; and to Non-Commissioned Officers or men of the Royal Marines qualified in any "Trade" which can be practised under water. Must be able to swim. Must obtain a Diver's Certificate in Gunnery School. *Authority to give the rating*—Captain of Gunnery School. *Examining Officers*—Officers of the Gunnery School . . . . . 0 1
23. **DIVING INSTRUCTOR.**—To the Chief Petty Officer or other rating instructing Divers or Artificer Divers in the Gunnery School . . . . . 0 8  
(N. 39356/19.)

#### Engine Room:—

24. **ENGINEER'S WRITER.**—To the Stoker rating (other than a Mechanician) actually doing the duty, in ships allowed the rating. The men selected must be able to keep an Engine Room Register, including the calculations involved; must be conversant with Engineer's Store Accounts; must read and write well; must have an elementary knowledge of arithmetic, including the first four rules, simple and compound, simple, vulgar and decimal fractions, and avoirdupois weight. *Authority to give the rating*—Captain. *Examining Officers*—Two Senior Engineer Officers . . . . . 0 6  
*See* 1461.

#### 25. E.R.A.'s CERTIFICATE ALLOWANCES:—

- (a) On obtaining a certificate of capability of taking a watch in the Engine Room of a small ship . . . . . 1 0
- (b) On being rated Chief Engine Room Artificer, 2nd Class, if in possession of a certificate of capability of taking charge of the engines of a small ship. (Payable concurrently with 25 (a)) . . . . . 1 0  
(N./C.W. 6699/20.)

#### 26. MACHINERY ALLOWANCE. (*see* 1408a):—

- (a) To Chief E.R.A.'s, E.R.A.'s, Chief Mechanicians and Mechanicians in possession of a Charge Certificate when in charge of the propelling machinery of H.M. Ships or Vessels in full or reserve Commission (except in Submarines in Reserve Commission or Vessels refitting for which Admiralty sanction is required) . . . . . 1 0  
(N./N.P. IV./393/19.)
- (b) To Engine Room ratings (other than E.R.A.'s and Mechanicians) when placed in charge of the machinery of small craft (whether steam or motor driven), the indicated horse-power or brake horse-power of which exceeds 100 . . . . . 0 6

NOTE.—This allowance is not payable in respect of boats forming part of the equipment of H.M. Ships or in respect of vessels maintained in Reserve.

- (c) To ratings in charge of engines at W/T Stations abroad . . . . . 1 0  
(N. 16937/19.)



27. SENIOR ENGINEER'S ALLOWANCE (*see* 1408a).—To Chief E.R.A.'s, E.R.A.'s, Chief Mechanics and Mechanics in possession of a Charge Certificate when performing the duties in ships (in full or reserve commission) allowed an Engineer Commander. (For payment of the allowance in Submarines in Reserve and vessels refitting. Admiralty sanction is required) - 1

Extension Pay, *see* 1435.

28. Field Allowance, while employed in military operations on shore.—To Chief Petty Officers, Petty Officers, Seamen, Boys, and others of the Ship's Company, and to Non-Commissioned Officers and men, R.M. *See* 1489 - 0

29. Good Conduct Pay.—To Chief Petty Officers, Petty Officers and Seamen other than Natives, and Non-Commissioned Officers and men of Royal Marines. For each Good Conduct Badge, not exceeding three - 0

(*See* column 3 of the first part of this Appendix, as to ratings entitled to receive and be paid for G.C. Badges; also 740-749, 778, 779, 1187-1191, 1445.)

To Natives authorised to wear Good Conduct Badges: For each Good Conduct Badge not exceeding three - 0

#### Gunnery:—

30. GUNLAYER, 1ST CLASS (G.L. 1 cl.).—Open to Gunner's Mates and to all ratings above A.B., with Gunnery rating of G.L. 2 cl., G.L. 3 cl., or Act. G.L. 1 cl., trained afloat, and to Royal Marines of the rank of Corporal or above. Must qualify in prescribed course in the Gunnery School. *Authority to give the rating*—Captain of the Gunnery School. *Examining Officers*—Officers of the Gunnery School - 1

NOTE.—Gunners or Privates, R.M., of six years' service who hold the rating of G.L. 1st Cl. under former regulations may continue to perform the duties until the rating lapses by discharge, failure to requalify, &c.

Leading Seaman, S.G., 3d., G.L. 1 Cl., 1s.	-	1 3
Petty Officers and Chief Petty Officers if also G.M., 1s. extra	-	2 0
Leading Seamen passed for P.O. if also G.M., 1s. extra, S.G. 3d.	-	2 9
Royal Marines if also G.L., 1s. extra	-	2 0

(N. 41809/18.)

*See* 395, 397-399, 401, 833, 1129, 1184,

31. A man holding the rating of Gunlayer, 1st Class, or its equivalent, who, with Admiralty approval, re-engages after completing time for pension, is to receive, in addition to the pay of his rating, continuous special pay of 1s. a day. All applications to re-engage under this special arrangement are to be referred to the Captain of the Gunnery School at the Man's Dépôt - 1 0

32. ACTING GUNLAYER, 1ST CLASS (Act. G.L. 1 Cl.).—Open to all ratings above A.B., and to Royal Marines of the rank of Corporal and above trained under the provisions of Art. 398. When vacancies occur in the numbers of Gunlayers, 1st Cl. allowed in the complement, the Captain is to fill such vacancies provisionally in accordance with Art. 398. The fact of any man having been given the rating of Act. G.L., 1st Cl., is to be noted on his Gunnery and Torpedo History Sheet; and he is to receive the extra pay while borne on Ship's books for this duty, viz. - 1 0

Leading Seaman S.G., 3d., Act. G.L., 1st Cl., 1s. extra	-	1 3
P.O.'s and Chief Petty Officers if also G.M., 1s. extra	-	2 0
Royal Marines if also acting as G.L., 1s. extra	-	2 0
Leading Seamen passed for Petty Officer if also G.M., 1s. extra, and S.G., 3d.	-	2 3

*See* 395, 397-399, 401, 833, 1129.

33. GUNLAYER, 2ND CLASS (G.L. 2nd Cl.).—Open to A.B.'s and to Gunners and Privates (Q.M.) of the Royal Marines of V.G. character with 18 months' service (six months of which must have been performed in a seagoing ship), and to all higher ratings and ranks. Must qualify in the prescribed course in the Gunnery School. *Authority to give the rating*—Captain of Gunnery School. *Examining Officers*—Officers of Gunnery School - 0 6

A.B.'s and Leading Seamen, S.G. 3d., G.L., 2 Cl., 6d.	-	0 9
---	---	-----

*See* 395, 397, 399, 401, 833, 1129.

\* The non-substantive ratings of G.M. or R.M.G.I. and G.L. 2 cl. may be held concurrently by eligible ratings so holding them under pre-existing regulations.

# ART III.—NON-SUBSTANTIVE RATINGS, &c.

**Gunnery—continued.**

One day.  
s. d.

- 34. ACTING GUNLAYER, 2ND CLASS (ACT. G.L., 2 Cl.).**—Open to A.B.'s Gunners and Privates (Q.M.), and to all higher ratings and ranks. This acting rating may be granted under conditions similar to those applying to Acting Gunlayers, 1st Cl. (No. 32) and Art. 398 - - - - - \*0 6  
A.B.'s and Leading Seamen, S.G., 3d., Act. G.L., 2 Cl. 6d. - - - - - 0 9  
See 395, 397—399, 401, 833, 1129.
- 35. GUNNER'S MATE (G.M.).**—Open to Leading Seamen, passed for Petty Officer and all higher ratings. Must be at least a S.G. and have passed through prescribed course in Gunnery School. *Authority to give rating—* Captain of Gunnery School. *Examining Officers—*Officers of Gunnery School \*1 0  
Leading Seamen passed for Petty Officer, S.G., 3d., G.M., 1s. - - - - - 1 3  
Petty Officers and Chief Petty Officers if also G.L., 1 Cl., 1s. extra - - - - - 2 0  
Leading Seaman passed for Petty Officer if also G.L., 1 Cl., and S.G., 1s. 3d. extra - - - - - 2 3  
Petty Officers and Chief Petty Officers if also T.D.L., 1s. 3d. extra - - - - - 2 3  
See 395, 396, 398, 399, 401, 833, 886, 1129.
- 36. ACTING GUNNER'S MATE (ACT. G.M.).**—If vacancies occur abroad in the numbers of Gunner's Mates allowed in the complement, the Captain is to fill such vacancies provisionally by eligible men selected for the rating of Acting Gunner's Mate in accordance with Art. 398. This Acting Rate is to be given to men who, in the opinion of the Captain, have acquired the necessary knowledge to perform the duties—see Gunnery Manual on this point. The fact of any man having been given the rating of Acting Gunner's Mate is to be noted on his Gunnery and Torpedo History Sheet, and he is to receive the extra pay while borne on Ship's Books for this duty - - - - - \*1 0  
Leading Seamen passed for Petty Officer, S.G., 3d., Acting G.M., 1s. - - - - - 1 3  
Petty Officers and Chief Petty Officers if also G.L., 1 Cl., 1s. - - - - - 2 0  
Leading Seaman passed for Petty Officer if also G.L., 1 Cl., and S.G., 1s. 3d. extra - - - - - 2 3  
Petty Officers and Chief Petty Officers if also T.D.L., 1s. 3d. extra - - - - - 2 3  
See 395, 396, 398, 399, 401, 833, 886, 1129.
- 37. ROYAL MARINE GUNNERY INSTRUCTOR.**—Open to all Non-Commissioned Officers, Corporal and above, holding a non-substantive gunnery rating. Will be selected at Headquarters. Must qualify in prescribed course in Gunnery School - - - - - \*1 0  
Non-Commissioned Officers, R.M., if also G.L., 1 Cl., 1s. extra - - - - - 2 0  
Non-Commissioned Officers, R.M., if also R.T., 1 Cl., 1s. extra - - - - - 2 0  
Non-Commissioned Officers, R.M., if also T.D.L., 1s. 3d. extra - - - - - 2 3  
See 401.
- 38. RANGETAKER, 1ST CLASS (R.T., 1 Cl.).**—Open to Leading Seamen and all higher ratings, and to Royal Marines of the rank of Corporal or above. (The only other non-substantive rating which may be held with R.T., 1 Cl., is G.M. or R.M.G.I. or by Leading Seaman, S.G.) Must have three years' experience as a Rangetaker in ships at sea, and a thorough knowledge of all types of instruments in use, including the principle and use of all internal parts and a knowledge of all errors and their effects. Must be a capable instructor of Rangetakers, and able to supervise all Rangefinder adjustments. *Authority to give rating—*Captain of Gunnery School. *Examining Officers—*Officers of the Gunnery School - - - - - 1 0  
See 395, 398, 401, 833, 886, 1129.
- 39. ACTING RANGETAKER, 1ST CLASS (ACT. R.T., 1 Cl.).**—Open to all ratings above A.B., and to Gunners and Privates (Q.M.), R.M., trained under the provisions of Art. 398. The Captain may fill provisionally vacancies occurring in the numbers of Rangetakers, 1 Cl., in the complement in accordance with Art. 398. The fact of any man having been given the rating of Act R.T., 1 Cl., is to be noted on his Gunnery and Torpedo History Sheet, and he is to receive the extra pay while borne on Ship's Books for this duty, viz. - - - - - 1 0  
Leading Seaman, S.G., 3d., Act. R. T., 1 Cl., 1s. - - - - - 1 3  
Petty Officers and Chief Petty Officers, if also G.M., 1s. extra - - - - - 2 0  
Non-Commissioned Officers, R.M., if also G.L., 1s. extra - - - - - 2 0  
See 395, 398, 401, 833, 886, 1129.

\* The non-substantive ratings of G.M. or R.M.G.I. and G.L. 2 cl. may be held concurrently by eligible ratings so holding them under pre-existing regulations.

## Gunnery—continued.

- 40. RANGETAKER, 2ND CLASS (R.T., 2 Cl.).**—Open to A.B.'s and to Gunners and Privates (Q.M.), R.M., and all higher ratings holding the Gunnery non-substantive rating of S.G. or P.O. (G). Must have one year's experience as Rangetaker, 3 Cl., or Acting R.T., 3 Cl., in ships at sea; to be thoroughly efficient as a Rangetaker; to have practical working knowledge of all Rangefinders omitting theoretical considerations; to be capable of making adjustments for "halving" and "co-incidence" and of care and manipulation of Rangefinders. *Authority to give rating*—Captain of Gunnery School. *Examining Officers*—Officers of the Gunnery School  
A.B. or Leading Seaman, S.G., 3d., R.T., 2 Cl., 6d. . . . . 0  
See 395, 398, 401, 833, 886, 1129. . . . . 0
- 41. ACTING RANGETAKER, 2ND CLASS (Act. R.T., 2 Cl.).**—Open to A.B.'s, Gunners and Privates (Q.M.), Royal Marines. This acting rating may be granted under conditions similar to those applying to Act. R.T., 1 Cl. (No. 39 and Art. 398)  
A.B.'s and Leading Seamen, S.G., 3d., Act. R.T., 2 Cl., 6d. . . . . 0  
See 395, 398, 401, 833, 886, 1129. . . . . 0
- 42. RANGETAKER, 3RD CLASS (R.T., 3 Cl.).**—Open to Ordinary Seamen and above and Royal Marines. Must have a practical working knowledge of all Rangefinders below two metre base, omitting theoretical considerations. To be capable of making adjustments for "halving" and "co-incidence," and of taking care of and manipulating these instruments. Signal and Telegraphist ratings may be rated and paid as Rangetaker, 3rd Class, when employed as such in submarines in full commission where a rangefinder is carried and the rating is allowed in complement, provided they obtain the necessary efficiency with the type of instrument in use. They are to relinquish the non-substantive rating on ceasing to be employed as aforementioned. *Authority to give rating*—Commanding Officer, as vacancies occur. *Examining Officer*—Qualified Gunnery Officer . . . . . 0  
See 395, 398, 401, 833, 886, 1129. . . . . 0
- (N.P. IV./110/22.)
- 43. ACTING RANGETAKER, 3RD CLASS (Act. R.T., 3 Cl.).**—Ratings trained as rangefinding operators in excess of vacancies in complement are to be designated Acting R.T., 3rd Class.  
Not more Acting R.T.'s, 3 Cl., are to be borne than the number of confirmed R.T. ratings authorised. Time served as Acting R.T., 3 Cl., may be regarded as qualifying time for the rating of R.T., 2 Cl. Payable only while actually filling a vacancy . . . . . 0
- (N./G. 15332/20 and N. 13418/19.)
- 44. TURRET DIRECTOR LAYER (T.D.L.).**—Open to Chief Petty Officers and Petty Officers, R.N., and Colour Sergeants and Sergeants, R.M., above average intelligence and with experience at sea as G.L. 1 Cl. Must pass necessary eyesight tests. Not to be paid contemporaneously for any other non-substantive rating except G.M. or R.M.G.I., and/or Diver.  
*Authority to give rating*—Captain of Gunnery School. *Examining Officers*—Officers of Gunnery School . . . . . 1 3  
If G.M. or R.M.G.I., in addition, 1s. extra . . . . . 2 3
- 45. LIGHT DIRECTOR LAYER (L.D.L.).**—Open to ratings eligible for T.D.L. in cruisers and vessels with power-worked guns, and to Leading Seamen, or above in certain smaller vessels. Must have held non-substantive rating of G.L. 2 Cl., be recommended from sea, not suffer from sea-sickness, and pass the necessary eyesight tests. Not to be paid contemporaneously for any other non-substantive rating except Diver and—in the case of Leading Seamen—S.G. *Authority to give rating*—Captain of Gunnery School. *Examining Officers*—Officers of Gunnery School . . . . . 1 0
- (A.G. /22.)
- NOTE.**—L.D.L.'s are to be required to qualify as G.L. 1 Cl., and to be employed as such at sea before being permitted to undergo the course for T.D.L.

### III.—NON-SUBSTANTIVE RATINGS, &c.

*gunnery—continued.*

One day.

*s. d.*

- 46. ACTING TURRET DIRECTOR LAYER (ACT. T.D.L.).**—Open to Chief Petty Officers and Petty Officers, R.N., and Colour Sergeants and Sergeants, R.M., trained under the provisions of Art. 398. The Captain may fill provisionally vacancies occurring in the number of T.D.L.'s in the complement in accordance with Art. 398. The fact of any man having been given the rating of Act. T.D.L. is to be noted on his Gunnery and Torpedo History Sheet, and he is to receive the extra pay while borne on Ship's Books for this duty . . . 1 3

If also G.M. or G.I. (R.M.) . . . . . 2 3

*See 398.*

- 47. ACTING LIGHT DIRECTOR LAYER (ACT. L.D.L.).**—Open to ratings eligible for Act. T.D.L. in Light Cruisers and vessels with power-worked guns and in certain smaller vessels to Leading Seamen and higher ratings. To be trained under the provisions of Art. 398. The Captain may fill provisionally vacancies occurring in the number of L.D.L.'s in the complement in accordance with Art. 398. The fact of any man having been given the rating of Act. L.D.L. is to be noted on his Gunnery and Torpedo History Sheet, and he is to receive the extra pay while borne on Ship's Books for this duty . . . 1 0

Leading Seamen, if also S.G., 3d. extra . . . . . 1 3

*See 398.*

- 48. SEAMAN GUNNER (S.G.).**—Open to A.B.'s and Leading Seamen only. Must have qualification as laid down in Arts. 394 and 395, and qualified in courses laid down in the Gunnery Schools. *Authority to give the rating*—Captain of Gunnery School. *Examining Officers*—Officers of Gunnery School . . . 0 3

*See 394, 395, 398, 401, 833.*

(N./N.P. IV./839/19.)

- 49. ACTING SEAMAN GUNNER (ACT. S.G.).**—Open to A.B.'s and Leading Seamen only. Must be eligible under Arts. 394 and 395. Qualifications in Gunnery according to instructions in Gunnery Manual. *Authority to give rating*—Captain. *Examining Officer*—Gunnery Lieutenant . . . 0 3

*See 394, 395, 398, 401, 833.*

(N. 15258/20 and 5549/22.)

#### **50. SEAMEN AND MARINES QUALIFIED IN ORDNANCE (Q.O.):**

Open to Able Seamen and Marines (not N.C. Officers), not holding a torpedo rating or a gunnery rating higher than that of S.G., who have qualified in the special course in a Gunnery School as laid down in the "Courses of Instruction in Gunnery." *Authority to give the rating*—Captain of Gunnery School. *Examining Officers*—Officers of Gunnery School . . . 0 2

If also S.G. . . . . 0 5

Where sufficient qualified men are not borne, non-qualified men filling vacancies in the complement may be given the rating of Acting Q.O. with pay whilst so employed, provided that Ordnance Artificers are borne in the vessel.

*Note.*—The notation "Qualified in Ordnance Work" is to be made on the History Sheets of men qualified.

(N.P. II/2728/23.)

#### **51. HIGHER FIRE CONTROL ALLOWANCE: Payable (if allowed by complement)**

after three months' satisfactory performance of the duty in the ship in which the allowance is to be paid, to Band Ranks, R.M., Regulating, Writer and Supply ratings actually engaged on the more important duties in the fire control system which call for special knowledge and ability, e.g. Plotters, Range Correctors, Dumaresq Workers, Clock Operators, Deflection Keepers, &c. Not payable in respect of duties provided for by the inclusion of a Gunnery rating in the Quarter Bill. A notation "Allowance for Higher Fire Control Duties (name of the ship)" is to be made on the Service Certificate of each rating to whom it is granted. Payable only when ships concerned are in full commission. *Authority*—

Commanding Officer on the recommendation of the Gunnery Officer . . . 0 3

(N. 3493/23.)

- 52. GUNNERY LIEUTENANT'S WRITER.**—To the Seaman employed on clerical duties with the Gunnery Lieutenant in Ships and Naval Establishments when the rating in question is definitely allowed in complement. Open to Seamen holding a rating not higher than Seaman Gunner . . . 0 3

(N. 9069/20.)

Hard Lying Money, *see* 1487

Harmonium, *see* No. 62.

53. **Instructor (Detention Quarters):**—To Naval ratings or Royal Marines lent to Military Detention Barracks for the purpose of drilling and giving Service instruction to Naval ratings or Marines under detention. Payable while so employed . . . . . 0

**Instructor (Diving),** *see* No. 23.

**Instructor (Physical and Recreational Training),** *see* Nos. 64-66.

54. **Interpreter.**—Ratings acting as interpreter may receive an allowance of 1s. an hour while actually performing the duties up to a maximum of 5s. a day.

(N./C. II/12700/12)

**Kit Upkeep Allowance,** *see* 1440a.

**Lamptrimmer:**—

55. To PRIVATE, R.M.L.I., doing duty as Lamptrimmer or to the Seaman or Marine who in the absence of a duly qualified Private, R.M.L.I., satisfactorily performs the duty of Lamptrimmer (Art. 1459) in Ships allowed the rating . . . . . 0
56. To SENIOR OR ONLY, or person acting as such, an allowance at the rate of from 1d. to 4d. a day, at the discretion of the Admiralty. (*See* 1459.)

57. **Leave Allowance:**—

To PETTY OFFICERS, MEN AND BOYS OF THE ROYAL NAVY, NON-COMMISSIONED OFFICERS AND MEN OF THE ROYAL MARINES borne on ships' books for pay when checked on long leave. *See* 1682, Cl. 2 (f).

The allowance is also payable to men who fall sick while on leave and are not victualled or subsisted.

*See* 1331r.

**NOTE.**—Payment is not to be made where leave is granted for two days, even though the absence may exceed 48 hours.

(N. 9501/20.)

58. **Library:**—To Person in Charge when no Naval Schoolmaster or Acting Schoolmaster is borne . . . . . 0 1
- See* 1453, 1727.

**Mechanical Road Transport Driving:**—

59. **DRIVER.**—To Naval Ratings (other than Mechanic ratings) or Marines for each day actually employed on the duties . . . . . 0 9

Must have a good knowledge of the mechanism of mechanical transport vehicles and its lubrication; be capable of readily ascertaining causes of failure and of carrying out any minor repairs necessary to keep the machinery in running condition. Must be certified as fit by an Engineer or other suitable Officer and be in possession of the usual driving license.

60. **DRIVER MECHANIC.**—To Naval Ratings (other than Mechanic ratings) and Marines for each day actually employed on Driver Mechanic duties . . . . . 1 0

Must be a qualified mechanic and, in addition to possessing the qualifications laid down for a Driver, be capable of taking down and re-assembling the engine of any type of motor transport vehicle, adjusting or replacing defective parts; must be able to advise drivers as to the running of their engines, and take charge of convoys so far as the mechanism of the vehicles is concerned.

Before a man is employed as a driver mechanic his ability in these duties is to be certified by the Commanding Officer of the nearest Mechanical Training Establishment, and he must be in possession of the usual driving license.

**Mess Traps,** *see* No. 83.

**Music:**—

61. **BUGLER.**—Seaman Class : To A.B.'s, Ordinary Seamen and Boys so long as efficient; or to any person acting as Bugler in absence of a Bugler, Seaman Class, or R.M.L.I., allowed in complement. A.B.'s must relinquish rating of Bugler on qualifying for G.L., 2nd Class, L.T.O., or Acting or confirmed S.G. or S.T. . . . . 0 1

(N. 3301/20.)

62. **HARMONIUM,** or other suitable instrument : To any properly qualified person of the Ship's Company, for playing. (Art. 1454.) To be credited on Ledger. 2s. a week. . . . . —

# ART III. —NON-SUBSTANTIVE RATINGS, &c.

Naval Schoolmaster, *see* No. 4.

Outfit Gratuity, *see* 1436.

Officers' Cook:—

One day.  
s. d.

- 62a. To SENIOR OFFICERS' COOK (C.S.) employed in instructing Officers' Cooks, and in general charge of the instruction and examination of Officers' Cooks at the R.N. Barracks at the three Home Ports; while actually performing the duties . . . . . 1 0

NOTE.—Not payable concurrently with any other allowance authorised to Officers' Cooks.

- 62b. To OFFICERS' COOKS (C.S.) employed in instructing newly-entered Officers' Cooks at the R.N. Barracks at the three Home Ports . . . . . 0 6

NOTE.—Not payable concurrently with any other allowance authorised to Officers' Cooks.

(N. 3806/23.)

Officers' Stewards :—

- 62c. To Officers' Stewards 1st class, specially detailed for general charge, in addition to their ordinary duties, of the instruction of newly-entered Boy Servants and Officers' Stewards; payable to two ratings at each of the R.N. Barracks at the three Home Ports and, subject to Admiralty approval, to one rating in H.M.S. "Excellent," and to one rating in H.M.S. "Vernon" . . . . . 0 6

(N. 4967/23.)

63. PHOTOGRAPHER.— Open to Naval ratings and Marines who have had previous experience in photography and are recommended by their Commanding Officer as competent photographers. Recommendations must be accompanied by particulars of their previous photographic experience, especially in Fleet work, such as triangulation of fall of shot. Must pass the examination laid down in Appendix X. Seamen or Marines must not hold a non-substantive rating higher than G.L., 2 Cl., at date of application. *Authority to give the rating*—Captain of H.M.S. "Excellent." *Examining Officer*—Fleet Photographic Officer, or, if none is borne, the Sloop Photographic Officer.

Photographer, 1st Class . . . . .	1 0
Photographer, 2nd Class . . . . .	0 6

(N. 18465/21.)

Physical and Recreational Training :—

NOTE.—Royal Marine Physical and Recreational Training Instructors will be required to relinquish their non-substantive rating on promotion to Colour Sergeant, Royal Marines :

- (a) Unless appointed Staff Physical and Recreational Training Instructor.  
(b) On ceasing to be employed on the duties of the non-substantive rating of Staff Physical and Recreational Training Instructor.

(N. 17701/21.)

64. STAFF PHYSICAL AND RECREATIONAL TRAINING INSTRUCTOR (Staff P.R.T.I.): Must be a petty Officer or higher Seaman rating, or a Non-Commissioned Officer, Royal Marines. To be selected from Physical Recreational Training Instructors, 1st Class. The Naval Staff P.R.T.I. will hold the appointment of Staff Instructor for not more than three years. *Authority to give the rating*—Commander-in-Chief for Naval Ratings; Adjutant-General, R.M., for Royal Marines.

Pay while holding the appointment . . . . . 1 6

A Senior Staff Physical and Recreational Training Instructor will be selected from the Naval Staff or 1st Class Instructors by the Superintendent of Physical and Recreational Training, and from the Royal Marines by the Adjutant-General. The Naval Senior Staff P.R.T.I. will hold the appointment at the discretion of the Superintendent of Physical Training for three years, which may be extended to five years by the Commander-in-Chief upon the recommendation of the Superintendent.

Pay while holding the appointment . . . . . 2 0  
*See* 400, 401. (N. 3301/20 and N. 18888/20.)

One day.  
s. d.**Physical and Recreational Training.—continued.**

65. **PHYSICAL AND RECREATIONAL TRAINING INSTRUCTOR 1ST CLASS (P.R.T.I., 1st Cl.):**—Will be selected from Instructors 2nd. Cl. who are recommended for advancement by their Commanding Officer. Will be rated 1st Class upon the date of requalifying, either at the expiration of three years from the date of re-qualifying as 2nd Class Instructor, or upon any subsequent re-qualifying. Candidates, including Royal Marines, qualifying for P.R.T.I. who obtain at least 90 per cent. of marks may, up to a limit of 10 per cent., be granted the rate of P.R.T.I., 1st Class, without passing through 2nd Class. *Authority to give the rating*—Commodore of Depôt for Naval ratings, A.G.R.M. for Royal Marines. *Examining Officers*—Officers of Schools of Physical Training. Pay . . . . . 1 0

Leading Seamen if also S.G. or S.T., 3d. extra . . . . . 1 3

The only non-substantive rating, other than S.G. or S.T., that may be held with P.R.T.I. is that of Diver.

See 400, 401.

(N. 18888/20.)

66. **PHYSICAL AND RECREATIONAL TRAINING INSTRUCTOR 2ND CLASS (P.R.T.I., 2nd Cl.):** Must be a Petty Officer or Leading Seaman or a Non-Commissioned Officer, Royal Marines, of very good character, and, as a general rule, under 25 years of age. No one below 5 feet 5 inches in height and with a chest measurement less than 35½ inches is to be selected unless he is specially chosen for manner and power of command. Volunteers are to be medically examined and the Medical Officer is to certify that the men volunteering are well developed, suitable from the point of view of physique, and in every way in a fit state of health to undergo the Physical and Recreational Training Course. Will be selected to qualify by the Superintendent of Physical and Recreational Training after being recommended from a seagoing ship, if a Naval rating, or by the Adjutant-General, Royal Marines, after being recommended by the Superintendent of Physical and Recreational Training, R.M., if a Marine. *Authority to give the rating*—Commodore of Depôt and Adjutant-General, Royal Marines, respectively. *Examining Officers*—Officers of the Schools of Physical and Recreational Training . . . . . 0 6

Leading Seaman if also S.G. or S.T., 3d. extra . . . . . 0 9

The only non-substantive rating, other than S.G. or S.T., that may be held with P.R.T.I. is that of Diver.

See 400, 401.

(N. 18888/20.)

**Printing :—**

67. **PRINTER.**—To the Royal Marine allowed and employed on the duties. Subject to Admiralty approval in each case . . . . . £16  
a year.

When two or more are allowed for printing duties the senior, if not a Sergeant, will be given the acting rank as such, with pay.

68. **ASSISTANT PRINTER.**—To the Royal Marine allowed and employed on the duties. Subject to Admiralty approval in each case . . . . . £12  
a year.

(N. 60581/16.)

Retained in Service beyond period volunteered for, see No. 18.

**Searchlight Manipulation :—**

69. Searchlight Operator  
70. Searchlight Manipulator } *Cancelled.*

(N. 1012/23.)

**Senior Allowance :—**

71. **CHIEF YEOMEN OF SIGNALS.**—To half the number . . . . . 0 6  
See 1463.

72. **CHIEF PETTY OFFICER TELEGRAPHISTS.**—To half the number . . . . . 0 6  
See 1463.

**Sick Berth Ratings :—**

73. **DISPENSING ALLOWANCE :** To Sick Berth Chief Petty Officers, Sick Berth Petty Officers, and Leading Sick Berth Attendants serving in H.M. Ships, Hospital Ships, or as part complement of Naval Depôts, and to such Sick Berth ratings when employed on dispensing duties at certain Naval Hospitals and Sick Quarters; also payable to Sick Berth Attendants passed for Leading Sick Berth Attendant, when serving in H.M. Ships bearing not more than two Sick Berth ratings, if employed on dispensing duty to a substantial extent. The Accountant Officer is to satisfy himself that these conditions are complied with . . . . . 0 2

(N. 3605/23.)

# RT III.—NON-SUBSTANTIVE RATINGS, &c.

## Sick Birth Ratings—continued.

		One day.
74. LABORATORY ASSISTANT.—(For conditions of payment see No. 77, X-RAY ASSISTANT)	<i>s. d.</i>	
		0 6
		(N. 16242/21.)
75. MASSEUR.—(For conditions of payment see No. 77, X-RAY ASSISTANT)		0 6
76. OPERATING ROOM ASSISTANT.—(For conditions of payment see No. 77, X-RAY ASSISTANT)		0 6
77. X-RAY ASSISTANT		0 6

Sick Berth ratings are eligible for selection for qualification for employment in non-substantive ratings as Operating Room Assistants, Masseurs, Laboratory Assistants, or X-Ray Assistants after three years' service and before completing eight years' service, including in each case time served as Probationer, and when qualified may be paid the rates shown under the following conditions :—

- (i) Qualified ratings to be paid continuously from the date of qualification while                      efficient.
- (ii) (a) Date of qualification to be date qualifying course completed if necessary examination is passed at first attempt.  
 (b) Candidates failing to pass the examination are to be referred back by the Examining Officer for a definite period which shall have regard to the standard of ability of the candidate. Date of qualification of such candidates, on finally passing, to be fixed by Examining Officer and to be not earlier than the end of the definite period referred to.
- (iii) Qualified ratings to be retained on separate rosters for drafting purposes so as to be employed to the maximum on their special duties; but see 313.
- (iv) Cancelled.
- (v) No rating to be allowed to specialise in more than one of the above subjects. (N. 3232/23.)

78. LUNATIC WARD ATTENDANT.—Payable only when employed in Hospitals - 0 6  
 79. ZYMOTIC WARD ATTENDANT.—Payable only when employed in Hospitals - 0 6

## Signalling:—

80. ROYAL MARINE SIGNALLER FOR EXAMINATION SERVICE: To die out with present holders before 30th June, 1924. To Non-Commissioned Officers and men qualified in Naval Signalling, so long as they remain efficient - 0 2  
 On being promoted to Sergeant, Marines who have not passed the course for Instructor in Army Signalling are to relinquish this non-substantive rating.

1. ROYAL MARINE SIGNALLER.—To Non-Commissioned Officers and men qualified in Naval Examination Service and Army Signalling, so long as they remain efficient. *Authority to give rating*—Commandant of the R.M. Division concerned - 0 3  
 On being promoted to Sergeant, Marines who have not passed the course for Instructor in Army Signalling are to relinquish this non-substantive rating.

82. Stenographer.—Open to Writer ratings, Royal Marine ranks, qualified and filling a vacancy subject to requalification every two years - 0 9

*Test for qualification.*—Two passages each of not less than 500 words and each read by a different Officer at a speed of 120 words a minute to be reproduced in shorthand from dictation and typed from shorthand notes at a speed of not less than 30 words a minute. Transcription (in respect of which the margin of error is not to exceed 2 per cent. in each passage) is to be undertaken at least two hours after the reproduction of the shorthand notes which are to remain in the custody of the examining officers.

*Authority to give rating.*—Commodore of the Home Depôt for Naval ratings or Adjutant-General for Royal Marines. *Examining Officers* for qualification and requalification by ratings in Home Waters—Two Accountant Officers not below the rank of Paymaster-Commander appointed by the Commander-in-Chief, and for Royal Marines two Officers appointed by the Commandant of the R.M. Divisions concerned. *Examining Officers for re-qualification abroad*—Two Paymaster-Commanders, or, if not available, one Paymaster-Commander and one Paymaster-Lieutenant-Commander appointed by the Commander-in-Chief.

The pay of this non-substantive rating covers all shorthand work, but ratings employed in recording proceedings of Courts-Martial and Courts of Enquiry, &c., by order of the Flag or Senior Officer present may be permitted to receive extra pay in addition. (N. 9294/21.)



One day

Stokers, Men acting as, *see* 1476-1477.

Stores, Charge of:—

83. CAPTAIN'S AND CABIN STEWARD, in Despatch Vessels, for charge of China and Glass - - - - - 0 4

84. MESS TRAPS (Flag Officers, Commanding Officers, Ward Room, Gun Room and Warrant Officers) for charge of, when the property of the Crown:—

*For care of Flag and Commanding Officers' sets:—*

Flag Officer	-	-	-	-	-	-	-	-	0 6
Flag Captain	-	-	-	-	-	-	-	-	0 4
Commodore, or Captain	-	-	-	-	-	-	-	-	0 4
Commander	-	-	-	-	-	-	-	-	0 2
Lieut. Commander or Lieut. in Command.	-	-	-	-	-	-	-	-	0 2

Ward Room Mess (Full Scale):—

Mess of 1 Officer	-	-	-	-	-	-	-	-	0 1
„ from 2 to 4 Officers (inclusive)	-	-	-	-	-	-	-	-	0 2
„ „ 5 to 9 „ „	-	-	-	-	-	-	-	-	0 2
„ „ 10 to 14 „ „	-	-	-	-	-	-	-	-	0 4
„ „ 15 to 24 „ „	-	-	-	-	-	-	-	-	0 5
„ „ 25 to 34 „ „	-	-	-	-	-	-	-	-	0 6
„ „ 35 to 44 „ „	-	-	-	-	-	-	-	-	0 7
„ „ 45 to 54 „ „	-	-	-	-	-	-	-	-	0 8
„ „ 55 to 74 „ „	-	-	-	-	-	-	-	-	0 9
„ „ 75 to 94 „ „	-	-	-	-	-	-	-	-	0 10
„ „ 95 to 114 „ „	-	-	-	-	-	-	-	-	0 11
„ „ 115 and over „ „	-	-	-	-	-	-	-	-	1 0

*Officers' Messes on scales allowed to Destroyers and Flotilla Leaders, also Gun Room and Warrant Officers' (New Scale) Messes:—*

Messes of 1 to 4 Officers (inclusive)	-	-	-	-	-	-	-	-	0 1
„ „ 5 to 10 „ „	-	-	-	-	-	-	-	-	0 2
„ „ 11 to 16 „ „	-	-	-	-	-	-	-	-	0 3
„ „ 17 to 22 „ „	-	-	-	-	-	-	-	-	0 4
„ „ 23 to 34 „ „	-	-	-	-	-	-	-	-	0 5
„ „ 35 to 46 „ „	-	-	-	-	-	-	-	-	0 6
„ „ 47 to 58 „ „	-	-	-	-	-	-	-	-	0 7
„ „ 59 to 70 „ „	-	-	-	-	-	-	-	-	0 8
„ „ 71 to 94 „ „	-	-	-	-	-	-	-	-	0 9
„ „ 95 to 118 „ „	-	-	-	-	-	-	-	-	0 10
„ „ 119 to 142 „ „	-	-	-	-	-	-	-	-	0 11
„ „ 143 and upwards „ „	-	-	-	-	-	-	-	-	1 0

These allowances are payable only on the production of a certificate that the articles have been properly looked after.

*See* 840.

(V. 131/22.)

85. SICK BERTH CHIEF PETTY OFFICER for charge of stores and for other responsibilities attaching to his office as Wardmaster in R.N. Hospitals and Hospital Ships - - - - - 0 6

(N. 122.)

86. WARRANT OFFICERS' STORES.—Chief Petty Officers and Petty Officers placed in charge of Warrant Officers' Stores may be paid the appropriate store allowances (*see* Appendix VII) subject to Admiralty approval in each case.

(N. 9293/21.)

Submarines:—

87. SUBMARINE ALLOWANCE.—Payable, at the discretion of the Admiralty, to the crew of submarine vessels in accordance with the following scale:—

Chief Petty Officers, Petty Officers and Leading ratings	-	-	-	-	-	-	-	-	2 6
Able Seamen and equivalent ratings	-	-	-	-	-	-	-	-	2 0
Ordinary Seamen and equivalent ratings	-	-	-	-	-	-	-	-	1 6
Boys	-	-	-	-	-	-	-	-	0 9

*See* 1372SUBMARINE COXSWAIN. *See* No. 15.88. SUBMARINE DETECTOR INSTRUCTOR (S.D.I.): Open to Leading Seamen passed for Petty Officer and all higher ratings possessing an aptitude for instructing. Must be recommended, and have served as S/D, 1 Cl., for a period of 12 months and have passed the prescribed course in the Anti-Submarine School, Portland. (*See* Appendix X, Part XX.) Authority to give rating—Captain A/S. - - - - - 1 0

# PART III.—NON-SUBSTANTIVE RATINGS, &c.

## Submarines—continued.

One day.

89. SUBMARINE DETECTOR, 1ST CLASS (S/D, 1 Cl.): Open to Able Seamen and all higher ratings. Must be recommended, and have served as S/D, 2 Cl., for a period of 6 months. Must have passed the prescribed course in the Anti-Submarine School, Portland. (See Appendix X, Part XX.) Authority to give rating—Captain A/S. 0 6

90. SUBMARINE DETECTOR, 2ND CLASS (S/D., 2 Cl.): Open to Able Seamen and all higher ratings under 25 years of age, not holding a higher Gunnery or Torpedo rate than S.G. or S.T. Only men with superior ability and perfect hearing are to be recommended. Must pass special aural test at Portland before being accepted for course of instruction. Must have qualified in accordance with the prescribed course in the Anti-Submarine School, Portland. (See Appendix X, Part XX.) Authority to give rating—Captain, A/S., H.M.S. "Gibraltar," to whom names of men recommended are to be sent 0 3

91. Surveying Recorder.—May be employed to the extent of three per Surveying Ship in commission. Open to any Chief Petty Officer, Petty Officer, Seaman or Marine of at least the rating of A.B., or its equivalent.

Allowance while employed on Surveying duties :—

Surveying Recorder, 1st Class	-	-	-	-	-	1	6
Surveying Recorder, 2nd Class	-	-	-	-	-	1	0
Surveying Recorder, 3rd Class	-	-	-	-	-	0	6

For qualifications see Appendix X, Part XXII.

Examining Officers.—Commanding Officer of a Surveying Ship and one other Senior Surveying Officer.

A Surveying Recorder may, if discharged sick to Hospital, continue to be paid the allowance for a period not exceeding sixty days, after which, if the man is still retained in hospital, the allowance is to cease and his account is to be transferred to the books of his Dépôt. The allowance may then be paid to a relief.

A register of all Surveying Recorders (irrespective of Port Division) is kept at the R.N. Barracks, Chatham, and such details are to be reported in duplicate to the Commodore as will facilitate the registration of current details regarding :—

- (a) Movements of qualified Surveying Recorders.
- (b) Grade of allowance for which individuals are qualified.
- (c) Whether the individual remains a volunteer for Surveying duties.

One copy of the reports is to be forwarded from Chatham to the Admiralty.

A notation as to their qualification is to be inserted at the foot of page 3 of the Service Certificate of qualified Surveying Recorders.

(N. 3937/22.)

Telegraphist's Senior Allowance, see No. 72.

Tenders, Command of, see No. 14.

Torpedo :—

TORPEDO COXSWAIN, see Nos. 16 and 17.

92. TORPEDO GUNNER'S MATE (T.G.M.): Open to Leading Seamen passed for Petty Officer and all higher ratings. Must be at least a S.T. and have passed through prescribed course in Torpedo School. Authority to give the rating—Captain of Torpedo School. Examining Officers—Officers of Torpedo School 1 6  
Leading Seamen passed for P.O., S.T., 3d., T.G.M., 1s. 6d. 1 9  
See 395, 396, 398, 399, 401, 833, 886, 1129.

(N. 3347/21.)

93. ACTING TORPEDO GUNNER'S MATE (ACT. T.G.M.): Open to Leading Seamen passed for Petty Officer and all higher ratings. In cases of vacancies occurring abroad in the number of Torpedo Gunner's Mates allowed in the complement, the Captain is to fill such vacancies provisionally by men selected for the rating of Acting Torpedo Gunner's Mate in accordance with Art. 398. This acting rate is to be given to men who, in the opinion of the Captain, have acquired the necessary knowledge to perform the duties; they must be selected from the L.T.O.'s or S.T.'s. The fact of any man having been given the rating of Acting Torpedo Gunner's Mate is to be noted on his Gunnery and Torpedo History Sheet, and he is to receive the extra pay while borne on ship's books for this duty 1 6  
Leading Seamen passed for P.O., S.T., 3d., Acting T.G.M., 1s. 6d. 1 9  
See 395, 396, 398, 399, 401, 833, 886, 1129.

One day.  
s.d.

- Torpedo—continued.**
- 94. LEADING TORPEDO MAN (L.T.O.):** Open to A.B.'s and all higher ratings. Must be a S.T. and have qualified in accordance with the prescribed course of instruction in the Torpedo Schools. *Authority to give the rating*—Captain of Torpedo School. *Examining Officers*—Officer of Torpedo School - 0 6  
A.B.'s and Leading Seamen, S.T., 3d., L.T.O., 6d. - 0 9  
*See 395, 397-399, 401, 833, 1129. Appendix X, Part XVII.*  
(N. 3347/21.)
- 95. ACTING LEADING TORPEDO MAN (ACT. L.T.O.):** When vacancies occur in the number of L.T.O.'s allowed in the complement, and no qualified man is available, the Captain may fill such vacancies provisionally by Acting Leading Torpedo Men, who are to receive the same extra pay. They are to possess in the opinion of the Captain, the necessary knowledge to perform the duties and must also be S.T. - 0 6  
A.B.'s and Leading Seamen, S.T., 3d., Act L.T.O., 6d. - 0 9  
*See 395, 397-399, 401, 833, 1129. Appendix X, Part XVII.*
- 96. SEAMAN TORPEDO MAN (S.T.):** Open to A.B.'s and Leading Seamen only. Must have passed in Torpedo in accordance with the prescribed course of instruction in the Torpedo Schools, and at the end of every 3 years (or as soon after as opportunity offers) must re-qualify in a Torpedo School. *Authority to give the rating*—Captain of Torpedo School. *Examining Officer*—Officers of Torpedo School - 0 3  
*See 394, 395, 398, 399, 401, 833, 1129.*  
(N./N.P. IV./887/20.)
- 97. ACTING SEAMAN TORPEDO MAN (ACT. S.T.):** Open to A.B.'s and Leading Seamen only. Must have passed in Torpedo in accordance with the prescribed course of instructions in the Torpedo Manual. *Authority to give the rating*—Captain. *Examining Officer*—A Torpedo Lieutenant or Torpedo Gunner - 0 3  
*See 394, 395, 398, 399, 401, 833, 1129.*
- 98. TORPEDO LIEUTENANT'S WRITER.**—To the Seaman employed on clerical duties with the Torpedo Officer in Ships and Establishments when the rating in question is definitely allowed in complement. Open to Seamen holding a rating not higher than Seaman Torpedoman - 0 3
- 99. Training Allowance.**—To Leading Seamen or higher R.N. Ratings and N.C.O.'s, R.M., who have definite responsibility and charge of boys and youths out of instructional hours in Boys' and Youths' Training Establishments (including the Boy Artificer Training Establishments) and in ships in which youths are embarked for sea training. *Authority to pay the allowance*—Admiral of Training Service.  
Petty Officers, R.N., and N.C.O.'s, R.M. - 0 6  
Leading Seamen - 0 3  
Instructors are required to complete a period of two months on probation without the allowance and show themselves fully capable of carrying out the duties satisfactorily. The allowance is then payable as from the date of completing the probationary period. The probationary period is not required for resumption of the allowance within one year of cessation of Training Service duties.
- Troop Allowance:—**
- 100. To Victualling Chief or Petty Officers when troops are actually embarked,** for every 50 persons for whom payable. *See 1456* - 0 3  
(N. 18888/20 and 6176/21.)
- Tropical Allowance, see 1476, 1477.**
- Writer (or Victualling rating performing dual duties of Writer and Victualling rating):—**
- 101. CAPTAIN'S CLERK'S ALLOWANCE:** Whilst performing the duties of Captain's or Senior Naval Officer's Clerk under the following conditions:—  
Captain's Clerk in seagoing ships commanded by a Captain (including Flagships) where the normal rate of Command Money is 10s. a day - 1 0  
Captain's Clerk in other ships provided the duties are performed in addition to the Writer's normal duties in the ship's office of a ship rendering a ledger - 1 0  
Clerk to the Senior Naval Officer of a Division of a Naval Station subject to Admiralty approval in each case - 2 6  
Captain's Clerk in any Dépôt Ship for Destroyers; not to be paid in addition to any other special allowances:—  
When the average numbers borne per quarter exceed 2,000 - 1 0  
When the numbers exceed 3,000 - 2 6

# ART III.—NON-SUBSTANTIVE RATINGS, &c.

Writer—continued.

One day.

## 101. CAPTAIN'S CLERK'S ALLOWANCE—continued.

s. d.

Captain's Clerk in H.M.S. "Vernon" Gunnery School Portsmouth; Shotley Training Establishment; and (subject to Admiralty approval in each case) in Ships of Captains in command of Torpedo Craft Flotillas 2 6  
(N.P. II./1204/23.)

102. CHARGE ALLOWANCE.—To the Senior or only Writer (or, if no Writer is borne, to the Victualling rating performing the dual duties of Writer and Victualling rating) forming part complement of ship not allowed an Officer of the Accountant Branch, provided a Ledger is rendered. Not payable concurrently with Captain's Clerk Allowance . . . . . 1 0

103. Yeoman of Stores.—To a Chief Stoker or Stoker Petty Officer (or in Destroyers and smaller vessels to a Leading Stoker) while actually employed on the duties in ships allowed the rating. A candidate must be recommended by the Engineer Officer of the ship or establishment in which he is serving, approved by the Captain, and must pass an examination as follows:—Must be able to distinguish the various descriptions of oil; must know the names and uses of, and be able to distinguish the various stores and tools under the charge of the Engineer Officer; must read and write well; must have an elementary knowledge of arithmetic, including the four first rules, simple and compound, simple, vulgar, and decimal fractions, and avoirdupois weight. *Authority to give the rating*—Captain. *Examining Officers*—Two Senior Engineer Officers.

(In any ship in which a Yeoman of Stores is allowed in complement, but no rating is available who has qualified as Yeoman of Stores, the Engineer Officer may select, with the approval of the Captain, the most suitable Chief Stoker or Stoker Petty Officer (or Leading Stoker if applicable) to perform the duty. The man selected is to draw the allowance whilst actually so employed, but must cease to perform the duty if he fails to qualify for Yeoman of Stores within 12 months.)

Battleships, Battle cruisers, repair ships and depôt ships for destroyers	1	0
Cruisers	0	9
Light cruisers	0	6
Destroyers	0	3

In other vessels allowed the rating an allowance at the discretion of the Admiralty.

NOTE.—On the Engineer Officer of a ship being superseded, or on a man holding the rating of Yeoman of Stores leaving a ship, a report is to be attached to his certificate as to his fitness or otherwise to be employed again in that capacity. Similarly, a report is to be attached to his certificate if found necessary to remove him from the duty for any reason. Recommendations for the rating are to be noted on a man's Stoker History Sheet.

See 401, 1462.

ROYAL MARINES.—The rates of extra pay payable to Royal Marines employed in appointments at R.M. Establishments are shown in the "Instructions for Royal Marine Divisions."

(N.P. IV./1062/22.)

## APPENDIX XVI.

### VICTUALLING.

#### PART I.—DAILY STANDARD RATION.\*

##### (a) *Service Afloat.*

10 ozs. bread (see Note k).

$\frac{1}{2}$  lb. fresh meat.

1 lb. fresh vegetables, or 4 ozs. haricot beans or marrowfat peas when potatoes are not available.

$\frac{1}{2}$  pint spirit.

2 ozs. sugar.

$\frac{1}{2}$  oz. tea (or 1 oz. coffee for every  $\frac{1}{2}$  oz. tea). (See Note i.)

$\frac{1}{2}$  oz. chocolate (or 1 oz. coffee).

$\frac{3}{4}$  oz. condensed milk.

1 oz. jam, marmalade or pickles.

4 ozs. preserved meat on one day of the week in harbour, or on two days at sea (see note f.).

Mustard, pepper, vinegar and salt, as required.

\* In addition to the daily standard ration above mentioned, persons included in (a) and (b) receive a daily messing allowance of 1s a day, subject to review at the Admiralty from time to time. —

(N.P. II./3244/20.)

*Substitute for soft Bread when the latter is not available :—*  
7 ozs. biscuit or 10 ozs. flour.

*Substitute for the fresh meat and fresh vegetable rations when these are not available :—*

- |  |   |   |  |
|--|---|---|--|
| On<br>alternate<br>days.   | { | <i>Salt Pork Day :—</i>   |  |
|  |   | $\frac{1}{2}$ lb. salt pork.  |  |
|  |   | $\frac{1}{2}$ lb. split peas.   |  |
|  |   | Celery seed $\frac{1}{4}$ oz. to every 8 lbs. of split peas put into the coppers. |  |
|  |   | $\frac{1}{2}$ lb. potatoes.   |  |
|  |   | <i>Preserved Meat Day :—</i>  |  |
|  |   | 6 ozs. preserved meat.  |  |
|  |   | 8 ozs. flour.   |  |
|  |   | $\frac{1}{2}$ oz. suet.   |  |
|  |   | 2 ozs. raisins or 2 ozs. jam } or 4 ozs. rice.                                    |  |
| $\frac{1}{2}$ lb. potatoes, or 2 ozs. haricot beans or marrowfat peas when potatoes are not available. |   |   |  |

- NOTES.—(a) For regulations in regard to payment of Grog Money in lieu of the Spirit Ration, *see* Arts. 1695 and 1696.
- (b) Sea-going Ships when alongside or in the Basins, are allowed to draw Fresh Milk ( $\frac{1}{4}$  pt.) in lieu of the Condensed Milk Ration, subject to reasonable notice being given.
- (c) Calavances  $\frac{1}{2}$  pt., or Dholl  $\frac{1}{2}$  pt., may be issued in lieu of the Ration of Split Peas or Rice.
- (d) For regulations as to obtaining, on repayment, extra quantities of the various articles included in the Standard Rations, *see* Art. 1700.
- (e) For regulations as to extra issues, *see* Art. 1690.
- (f) 4 ozs. salmon \_\_\_\_\_ may be substituted for Preserved Meat on alternate issues of breakfast or supper ration.  
Payment may be made to messes of the money value of any portion of this ration not taken up.

(V. 2756/22.)

- (g) One tin ( $\frac{1}{2}$  lb.) of Condensed Milk or 1 quart of Fresh Milk may, at the option of the Messes, be drawn in lieu of 2 lbs. of Sugar or 1 lb. of Jam.
- (h) Boy Artificers and Service Boys formed into separate Messes are to receive the Daily Standard Ration for the Service Afloat with the addition of  $\frac{1}{2}$  lb. Fresh Meat Daily, or, when Fresh Meat is not available, an additional  $\frac{1}{2}$  lb. Salt Pork or 3 ozs. Preserved Meat.
- (i) Tea or Coffee Ration for Boys :—  
Service Boys formed into separate Messes are allowed the ordinary ration of  $\frac{1}{2}$  oz. Tea or 2 ozs. Coffee, subject to the proviso that Coffee is to be the breakfast ration on at least three days a week.  
Boy Artificers are allowed a daily ration of  $\frac{3}{4}$  oz. Tea only and  $\frac{1}{2}$  oz. Coffee, or, in lieu of the latter, such substitutes as may be authorised by the Admiralty from time to time.
- (j) Chocolate :—  
Commanding Officers may at their discretion authorise payment to messes monthly of the value at Service issuing prices of such quantities of chocolate as have not been taken up out of the standard ration allowance.  
(N.P. II/3244/20.)
- (k) Flour may be issued in lieu of Bread, as desired, at the rate of 1 oz. Flour for 1 oz. Bread.

(V. 1278/22.)

(b) *Shore Establishments and Stationary Depôt Ships.*

The same Ration as for the Service Afloat, except :—

- (a)  $\frac{1}{4}$  pint Fresh Milk is to be issued in lieu of  $\frac{3}{4}$  oz. Condensed Milk.  
(b) The Weekly Ration of Preserved Meat is not to be issued.

(c) *Men in Cells.*

Men in cells are to receive the following Dietary :—

- (a) Low Diet . . . 1 lb. of Biscuits.  
or
- (b) Full Diet . . . { 10 oz. Biscuit.  
8 oz. Fresh Vegetable or 1 oz. Preserved Vegetables.  
 $\frac{1}{2}$  oz. Tea.  
 $\frac{1}{2}$  oz. Chocolate.  
 $1\frac{1}{2}$  oz. Sugar.

# **PART III.—STOCKS OF PROVISIONS, &c.**

## **PART III.—STOCKS OF PROVISIONS AND MEDICAL COMFORTS TO BE CARRIED IN SEAGOING SHIPS.**

Item. (1)	Minimum Stock to be carried. (2)	Maximum Stock to be carried.† (3)
Flour . . . . .	30 days' average expenditure.	90 days' average expenditure.
Biscuit { In ships fitted with bakeries in Home Waters. On Foreign Stations . . . . In ships not so fitted . . . .	4 days' rations (special reserve) 7 days' rations (special reserve) 14 days' rations, plus 30 days' average expenditure for repayment issues.	90 days' average expenditure, in addition to the 4, 7, or 14 days' rations in column 2.
Spirit, sugar, tea, coffee, chocolate, condensed milk, jam and marmalade (including substituted rations), salt, mustard, pepper, vinegar Preserved meat (including substituted rations). (For weekly issue.)	30 days' average expenditure. 8 days' rations .	90 days' average expenditure. V. 2780/17
SEA VICTUALLING.		
Salt pork (see Note A) . . . . . Split peas and celery seed . . . . . Or, Preserved meat, with :— (a) flour, suet, and raisins, or jam. (See Note D); or (b) rice, . . . . . and Marrowfat peas or haricot beans—	14* days' rations, plus 30 days' average expenditure for repayment issues	90 days' average expenditure in addition to the 8 days' and 14 days' rations in column 2.
Lime Juice (Art. 1690) { Ships in Home Waters . . . . Ships on Foreign Stations . . . . In ships in Home Waters :— Battleships, Battle Cruisers, and Cruisers. Light Cruisers . . . . . Other vessels . . . . . In ships on Foreign Stations . . . .	5* days' issues . 10* days' issues . One large drum (160 lbs.) One small drum (80 lbs.). Nil . . . . . 10 days' issues for Engine Room complement.	90 days' average expenditure, in addition to the authorised minimum.  In ships in which oatmeal is issued on repayment a maximum of two months' stock is not to be exceeded.
Oatmeal (Art. 1690) { In ships on Foreign Stations . . . .	Nil . . . . . 10 days' issues for Engine Room complement.	90 days' average expenditure, in addition to the authorised minimum. (V.2726/17.)
Medical comforts . . . . .	30 days' issues at the War rate of consumption. (See Note C.)	90 days' average expenditure, in addition to the authorised minimum. (V.2726/17.)

\* These rations are considered to be equivalent to 30 days' requirements at the War rate of consumption.

† This maximum may be increased where stowage is available at the discretion of the Senior Officer. (V. 2893/23.)

**NOTE A.**—In ships fitted with refrigerators, the minimum stock of sea victualling is to be kept entirely in the form of Preserved Meats and accompaniments. Salt Pork should only be carried to meet actual requirements.

**NOTE B.**—In seagoing ships with Nucleus Crews, the minimum stock is to be calculated on the basis of the full complement. The stock of meats kept on board these ships is to consist of Preserved Meats only, but a small quantity of Salt Pork may be drawn from the Victualling Yards when leaving Harbour for the periodical cruises, if the meat is likely to be issued. An exchange of provisions is to take place once a year, when all Biscuit which has been on board over two years, and other provisions which have been on board over one year, are to be returned to the Victualling Yard, similar quantities being drawn in replacement.

## APP. XVI.—VICTUALLING, &c.

NOTE C.—The following quantities of Medical Comforts are to be regarded as representing 30 days' requirements for 100 men at the War rate of consumption :—

Arrowroot	-	-	-	1 lb.	Soups— <i>continued.</i>				
Pearl Barley	-	-	-	3 „	Oxtail clear	-	-	3 lbs.	
Soups :—					Mutton Broth	-	-	3 „	
Beef Tea	-	-	-	3 „	Chicken Broth	-	-	7 „	
Gravy	-	-	-	3 „	Port Wine	-	-	1 bott.	
Oxtail, thick	-	-	-	3 „	Bovril	-	-	13 ozs.	

NOTE D.—The minimum stock is to be maintained entirely in jam, only sufficient stocks of raisins (within the maximum of 90 days' average expenditure) being kept to meet current requirements.

---

### APPENDIX XVII.

*Cancelled.*

---

# APP. XVIII.—RETURNS, &c.

PART I.—ACCOUNTS, SHIP'S BOOKS AND RETURNS REQUIRED TO BE RENDERED FROM THE FLEET.  
 (NOTE.—The Returns, Accounts, &c., which may be dispensed with in Time of War are marked.\*  
 See also APPENDIX XIX.—Instructions for the conduct of clerical duties in time of war, and Art. 34.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
<i>Weekly Returns.</i>							
S. 52	Monday	Register of Services .	1593	Captain	Accountant-General	—	Royal Naval Depôts and Boys' and Youths Training Establish- ments. (N.P. II./1597/22.)
*S. 157	Monday	Religious denominations .	712	Captain	Commander-in-Chief	—	Home Ports.
*S. 158	Monday	R.N.R. Officers completed training.	—	Captains of Ships in which embarked.	Admiral Commanding Coast Guard and Re- serves.	—	Only from ships with a Medical Officer. To be rendered direct to Admiralty by Ships on detached service and fleet establish- ments with a Medical Officer other than hospitals.
S. 159	Monday	Weekly Health Report .	1294(2)	Medical Officer (through Captain)	Principal Medical Officer of the Fleet.	Admiralty (M.D.G.).	



Estab- lished No. of Form.	When due.	Description	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
				<i>Weekly Returns—contd.</i>			
S. 159a	Monday	Weekly Health Report— Squadron Summary.	1284(2)	Principal Medi- cal Officer of Fleet.	Admiralty (M.D.G.) -	—	(N. 2111/23.)
S. 160	As occasion arises	Return of Entries and Re- entries.	—	Captain	Director of Mobilisa- tion, Admiralty.	—	"Nil" Returns not required.
S. 161	As occasion arises	Return of changes in Rating, &c., as directed on the cover of the Book of Forms S. 161.	—	Captain	Director of Mobilisa- tion, Admiralty.	—	"Nil" Returns not required.
*S. 162	Monday	Return of all vacancies in the complement or the perma- nent supernumeraries of Ship and tenders, and, in the case of Home Fleet Ships only, of changes of disposable supernumeraries.	—	Captain	Commodore of Depot at Port from which Ship is manned.	—	(D.M.D./P. 2902/20.) To be rendered by all Ships actually in Home waters.
				<i>Monthly Returns.</i>			
*S. 28	—	Statement of Receipts and Payments under Vote 2.	—	Captain	Director of Victual- ling.	—	—
S. 29	—	Cash Account	1884 to 1881	Captain	Accountant-General.	—	(V. 787/21.)
S. 35	—	Postal Orders sold	1840	Captain	Accountant-General.	—	

# PART I.—TO BE RENDERED FROM THE FLEET.

S. 51	—	Register of Services . .	1593	Captain	Accountant-General.	—	H.M. Ships and Establishments other than those required to render the return weekly. (N.P./1597/22.)
S. 52	—						
S. 53	} On the 15th	{ Return of Numbers borne Naval Ranks and Ratings on passage in Contract Packets.	{ 1561 and 1594	Captain	Accountant-General.		
S. 53a							
S. 54	<u>Cancelled.</u>						(N.P. II./2301/22.)
*S. 164	—	Return of Special Payments	1853	Captain	Commander-in-Chief	Admiralty.	
S. 165	<u>Cancelled.</u>						
*S. 167	—	R.N.R. Men embarked for training.	—	Captains of Ships in which embarked.	Admiral Command- ing Coast Guard and Reserves.		(N.P. II./2301/22.)
S. 168	<u>Cancelled.</u>						(Sta. 57/20.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
			<i>Monthly Returns—contd.</i>				
*S. 184	—	Return of all ratings (except Engine Room ratings and Royal Marines) serving on board. (Capital Ships.)	—	Commanding Officer.	Commodores of the General Depôts.	—	To be rendered on the 15th of each month and when called for by all vessels in Home Waters; on the 15th March and 15th September by all vessels on distant stations, viz., China, East Indies, Africa, New Zealand; on the 15th day of the last month of each Quarter and immediately on arrival at their Home Port by all other vessels.
*S. 184a	—	Return of all ratings (except Engine Room ratings and Royal Marines) serving on board. (Light Cruisers.)	—	Commanding Officer.	Commodores of the General Depôts.	—	
*S. 184b	—	Return of all ratings (except Engine Room ratings and Royal Marines) serving on board. (Destroyers and small craft.)	—	Commanding Officer.	Commodores of the General Depôts.	—	
*S. 184c	—	Return of all Engine Room ratings serving on board. (Capital Ships.)	—	Commanding Officer.	Commodores of the General Depôts.	—	
*S. 184d	—	Return of all Engine Room ratings serving on board. (Light Cruisers.)	—	Commanding Officer.	Commodores of the General Depôts.	—	
*S. 184e	—	Return of all Engine Room ratings serving on board. (Destroyers and small craft.)	—	Commanding Officer.	Commodores of the General Depôts.	—	
S. 303							(N. 5670/23.) (G. 13800/22.)

Cancelled.

# Part I.—TO BE RENDERED FROM THE FLEET.

Copy of Log											
S. 321b	—	—	—	—	—	—	—	—	—	—	(U. 0811/120.)
S. 452	—	Monthly Summary of Cash Account.	588	Captain	—	Accountant-General.	—	—	—	To accompany S. 452. Nil Statement required.	(N. 5670/23.)
*S. 452a	—	Monthly Statement of Cash balances other than those due on the Public Account.	588	Captain	—	Accountant-General.	—	—	—	—	—
*S. 468	<u>Cancelled.</u>	—	—	—	—	—	—	—	—	—	—
S. 484	—	Extract from Naval Savings Bank Account.	1636	Captain	—	Accountant-General.	—	—	—	All Naval Savings Bank Accounts and Returns, except S. 477 ( <i>Occasional</i> ), S. 479 ( <i>Occasional</i> ), S. 480 ( <i>Annual</i> ), and S. 483 ( <i>On Paying Off</i> ) may be dispensed with in time of war.	—
S. 597	—	Return of Numbers required to complete Complements and of Numbers borne for disposal.	369 373	Senior Officer of all stations abroad.	—	Admiralty.	—	—	—	—	(N.P. II./3877/23.)
S. 1031 S. 1032	<u>Cancelled.</u>	—	—	—	—	—	—	—	—	—	—
*S. 1122	—	Results of Training R.N.R. Seamen ratings.	—	Captain of ships in which embarked.	—	Admiral Commanding Reserves.	—	—	—	Separate Returns to be rendered for Provisional and Confirmed ratings.	—
*S. 1122a	—	Results of Training R.N.R. Stoker ratings.	—	Captain of ships in which embarked.	—	Admiral Commanding Reserves.	—	—	—	Separate Returns to be rendered for Provisional and Confirmed ratings.	(N.R. 5038/5/23.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom	To whom to be finally transmitted.	Remarks.
			<i>Quarterly Returns.</i>				
*MS.	—	Artificer Ratings	386	Captain	Commander-in-Chief	—	Foreign Stations only.
*MS	—	Men within six months of completing service.	—	Captain	Commander-in-Chief	—	Foreign Stations only.
MS.	—	Physical and Recreational Training.	907	Captain	Commander-in-Chief	Commander-in- Chief, Ports- mouth.	(N. 2960/23.)
*MS.	—	Vouchers for supply of Naval Stores to other Branches of the Service or other Government Departments.	Instruc- tions in Abstract Statements of Naval Store Accounts.	Captain	Director of Stores.		
MS.	—	Vouchers for supply of Naval Stores to Foreign Govern- ments or Private Individ- uals.					
MS.	—	Work performed by Artificer Ratings of Repair Ships.	—	Captain	Commander-in-Chief	Engineer-in- Chief.	Only from Repair Ships. To be rendered with the Engine Register.
S. 9	—	Schedule of Extra Pay	1491	Captain	Accountant-General	—	To accompany Ledger.
S. 14	—	Allowances in lieu of Provi- sions, &c., and Lodging Money.	1512 to 1517 and App. IV.	Captain	Commander-in-Chief	Admiralty.	(N. P. 11/2417/22.)

# Part I.—TO BE RENDERED FROM THE FLEET.

S. 41 S. 41a S. 41c	—	Ledger	1562	Captain	Accountant-General	—	To be forwarded separately from Ledger. (N.P. II/2301/22.)
S. 41b S. 41c S. 41d	—	Allotment Ledger Extract	1597	Captain	Accountant-General	—	To accompany Ledger. (N.P. II/2301/22.)
*S. 44	<u>Cancelled</u>	Continuous Medical Treatment, Surgeon's decision.	1425	Captain	Accountant-General	—	To accompany Provision Account. (N.P. II/3417/22.)
S. 60	—	Allowance for care of Officer's Mess Traps.	840, 1562 (2) and App. XV., Pt. III. (84).	Captain	Accountant-General	—	To accompany Provision Account.
S. 61	—	Daily Issue Book	1758	Captain	Director of Victualling	—	To accompany Provision Account.
S. 71a	—	Daily Account Book	1758	Captain	Director of Victualling	—	To accompany Provision Account.
S. 71b	—	Mess Book	1758	Captain	Director of Victualling	—	To accompany Provision Account.
S. 81	—	Provision Account	1760	Captain	Director of Victualling	—	To accompany Provision Account.
S. 83(L.)	—	Clothing Account	1760	Captain	Director of Victualling	—	To accompany Provision Account.
S. 83(II.)	—	Return of Losses from Seamen's Library.	1727 and 1753	Captain	Director of Victualling	—	To accompany Clothing Account.
*S. 108	—	Signalling with British Merchant Vessels.	410	Captain	Commander-in-Chief	Admiralty	"Nil" returns required. (M. 30660/21.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded	To whom.	To whom to be finally transmitted.	Remarks.
			<i>Quarterly Returns—contd.</i>				
M. 178	—	Nosological Return - -	1307	Captain - -	Medical General.		
*S. 180	—	Examination of accessible compartments.	1072	Captain - -	Commander-in-Chief	Admiralty	Steel Ships — Half- yearly in the case of Composite Ships.
S. 181	—	Return of Punishments with Warrants.	327 and 1352	Captain - -	Commander-in-Chief	Admiralty	In war time, only the "Abstract of all Sum- mary Punishments" (present Quarter) and "Abstract of Offences Present Quarter" need be filled in.
*S. 184 to *S. 184e	—	Returns of all ratings (except Royal Marines) serving on board.	See " <i>Monthly Returns</i> ."				(N. 5670/23.)
*S. 240	—	Daily Record of Offences and Punishments.	327	Captain - -	Commander-in-Chief	Accountant- General.	
S. 253 S. 256	—	Mess and Wine Statements	345 and 346	All Officers' Messrs.	Captain - -	—	To be produced at inspection.
S. 271	—	Punishment Warrants -	327 and 1352	Captain - -	Commander-in-Chief	Admiralty	To accompany Form S. 181.

# T I.—TO BE RENDERED FROM THE FLEET.

S. 303	General Summary of Torpedo Running and of Torpedo Practices.	532	or Flotillas. Senior Officers of Squadrons or Flotillas.	Admiralty (D. of T.D.)	—	Copy to "Vernon."
S. 303a	—	—	—	—	—	—
S. 308L	<u>Cancelled.</u>	—	—	—	—	(G. 17315/23.)
S. 308M	<u>Cancelled.</u>	—	—	—	—	Copy to H.M.S. "Vernon."
S. 308N	<u>Cancelled.</u>	—	—	—	—	—
S. 308P	Return of Protector P.V. Exercises.	532	Senior Officers of Squadrons.	Admiralty (D.N.A. and T.).	—	—
S. 316	Electrical report and recommendations.	—	Captain .	Senior Officers of Squadrons or Flotillas.	Admiralty (D.T.M.).	—
S. 320	Return of depth charge exercises.	—	Captain .	Senior officer of Squadron.	Admiralty (D. of T.D.).	(G. 17315/23.) Copy to H.M.S. "Vernon." (G. 10437/23.)
*S. 346	Report of trials of machinery at sea with indicator diagrams.	7	Captain .	Commander-in-Chief	Admiralty	Or whenever trial takes place.
S. 353	Engine Room Register	959 and 1874	Captain .	Commander-in-Chief	Engineer-in-Chief.	—
S. 353d	Examination of boilers	Engineering Manual, Art. 224.	—	—	—	To be rendered with the Engine Room Register.
S. 365	Return of detachments of Royal Marines.	1147	Captain .	Commandant .	Headquarters of the respective divisions.	—



Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
<i>Quarterly Returns—contd.</i>							
S. 365	—	Return of Bandmen of all ratings.	—	Captain	Superintendent, R.N. School of Music, Eastney.	—	From all Ships allowed Bands in their complements.
S. 467	—	Engine Room Register for T.B.D.'s and T.B.'s.	959 and 1874	Captain	Commander-in-Chief	Engineer-in-Chief.	
S. 558	—	Schedule of Documents sent with the Ledger.	1589	Captain	Accountant-General	—	To accompany Ledger.
S. 580	—	Percentage on Musical Instruments.	1161	Captain	Superintendent, R.N. School of Music, Eastney.		
S. 698	—	Troop Bedding, &c., Accounts.	1217	Captain	Director of Transports.		
S. 1035	—	Declarations as to Insurance of Naval Reservists.	—	Captain	Accountant-General	—	To accompany Ledger.
S. 1151	—	Gun Mounting Register	392, 1076	Captain	Commander-in-Chief	Admiralty	— (G. 1152/22.)
MS.	—	Candidates recommended for Warrant Rank.	<i>Half-yearly Returns.</i>				
MS.	—	Physical and Recreational Training Instructors.	<u>Cancelled.</u> 907	Captain	Commander-in-Chief	Commander-in-Chief, Portsmouth.	(O.W. 16591/21.)

# I.—TO BE RENDERED FROM THE FLEET.

*S. 180	—	Examination of Accessible Compartments,* or Report of Survey of Plates and Frames up to Load Water Line.†	1878	Captains Composite Ships.	of	Commander-in-Chief	Admiralty	* Composite Ships. † Ships whose bottom plating does not exceed ½ inch.  (N. 5670/23.)
*S. 184 to *S. 184e	—	Returns of all ratings (except Royal Marines) serving on board.	See "Monthly Returns."					
*S. 190	—	Articles under trial	1806	Captain	-	Admiralty	—	"Nil" Returns not required. Reports on important articles to be sent through Commander-in-Chief.
S. 194	(Annual from Harbour Ships.)	Survey on Chain Cables, dismounting Chains of Heavy Guns and Steel Wire Hawseers.	1829	Captain	-	Commander-in-Chief	Admiralty	When not forwarded the cause of the delay is to be specially explained by the Captain. (N.L. 20799/14.)
S. 195	<u>Cancelled.</u>							(N. 1048/23.)
*S. 197	On 1st January and 1st July	Amendments required in Fixture Lists (in duplicate).	1094	Captain	-	Superintendent of the Dockyard to which the ship is attached.	One copy to Admiralty with Return D. 74 rendered by Naval Store Officer.	"Nil" Returns to be rendered.
S. 198	—	Candidates recommended for Warrant Rank.	300	Captain	-	See instructions on back of form.		(C.W. 15591/21.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded	To whom.	To whom to be finally transmitted.	Remarks.
			<i>Half-Yearly Returns—contd.</i>				
S. 285a	—	Magazine Log (for use in ships having magazines fitted with temperature tubes).	900 (1) (g)	Captain -	Admiralty.		(G. 9802/20.)
S. 285b	—	Magazine Log (for use in ships not fitted with temperature tubes).	900 (1) (g)	Captain -	Admiralty.		(G. 4056/23.)
S. 285c	End of March or September.	Magazine log for ships with no cordite on board.	900 (1) (g)	Captain -	Admiralty.		(G.D. 3163/23.)
S. 296	<i>Cancelled.</i>						
S. 507	—	Return of all Seamen, Signalmen, Telegraphists and E.R. ratings passed, qualified, and recommended for advancement.	$\left\{ \begin{array}{l} 382 \\ 377 \\ 1855 \end{array} \right\}$	Captain -	Commodore of each General Depot at home.	Return of Signalmen and Telegraphists to be transmitted to the Superintendent of Signal Schools.	Separate returns to be rendered for each class of rating.
S. 507a	<i>Cancelled.</i>						(N. 5670/23.)
S. 789	<i>Cancelled.</i>						(V. 2978/20.)
S. 1429	End of March and September or as near those dates as practicable.	Report of Inspection of Cordite.	—	Captain -	Commander-in-Chief	Admiralty	As laid down in Gunnery Manual, I., 1901, para. 349.

# I.—TO BE RENDERED FROM THE FLEET.

*MS.	New ships six months after commissioning. Other ships annually at same time as S. 340.	Alterations and additions -	1094	Captain -	Commander-in-Chief Admiralty.	
MS.	—	Application for Compensation in lieu of Clothing.	1164	Captain -	Colonel-Commandant of Marine Division concerned.	
MS.	—	Certificates of Service—Medical Officers.	1321	Captain -	Medical Director-General.	— And also immediately on discharge of a Medical Officer and on paying off.
*MS.	On 1st July, or as may be directed.	Junior Officers' Journals (S. 519) required for ensuing year; Estimate of.	—	Captain -	Commander-in-Chief Admiralty.	
S. 83 Part III.	On 31st Dec. from Depot and Stationary Ships. On Paying off in all other Ships.	Implement and Seamen's Mess Utensil Account.	1760	Captain -	Director of Victualling.	
S. 89	—	Demand for Marine Clothing	{ 1164 } { 1166 }	Captain -	Colonel-Commandant of Marine Division concerned.	To R.M.C. Depot, Malta, in case of Mediterranean Station.
S. 100 (II.)	On 31st March from Depot and Stationary Ships.	Ward Room and Gun Room Officers' Mess Traps Account.	1760	Captain -	Director of Victualling.	
S. 100 (III.)	On paying off in all other Ships.	Warrant Officers' Mess Traps Account.	1760	Captain -	Director of Victualling.	

(V. 2978/20.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
<i>Yearly Returns—contd.</i>							
S. 145	—	State and Ward Room Fur- niture Account.	—	Captains of Royal Yachts.	Director of Stores.		
M. 177	}	Medicines and Medical Stores	1275	Captain	Medical General.		
S.A.							
M. 179	}	Medical Officer's Journal	1308 and 1309.	Captain	Medical General.		
M. 180							
*S. 180	Half-yearly from Ships whose bot- tom plating does not exceed $\frac{1}{4}$ inch.	Report of Survey of Plates and Frames up to the Load Water Line.	1074	Captain	Commander-in-Chief	Admiralty.	
M. 181	}	Medical Officer's Journal	1308 and 1309.	Captain	Medical General.		
M. 182							
S. 202	On 15th March	Ratings appropriated to home ports.	1561 and 1594.	Captain	Accountant-General.		
*S. 203	—	Statistical Return; Reli- gious Denominations.	1856	Captain	Commander-in-Chief	Admiralty.	
*S. 206	On 31st December	Reports on Officers (as directed on the Form).	1851	Captain	Commander-in-Chief	Admiralty.	
*S. 208	June	Return of O.S. and Non-O.S. Marines who will complete time for England, during	—	Captain	Admiralty	—	Marines not to be in- cluded. See S. 209.

# VI.—TO BE RENDERED FROM THE FLEET.

S. 285	<i>Cancelled.</i>						(G.D. 38/21.)
S. 288a	Anniversary of Commissioning and on paying off.	Annual Diving Return	893	Captain	Senior Officer of Squadron.	The Captain, H.M.S. "Excellent."	(G. 6479/23.)
*S. 290	To be sent in immediately on conclusion of Practice	Return of Rifle Practice	R.N. Handbook of Musketry and Pistol Practices.	Captain	Commander-in-Chief	Admiralty	A copy is also to accompany the Voucher for payment of prize money. (G.D. 3301/23.)
S. 299	<i>Cancelled.</i>						(G. 5617/21.)
*S. 300	To be sent immediately on conclusion of practice.	Annual Return of Prize Firing with pistols.	R.N. Handbook of Musketry and Pistol Practices.	Captain	Commander-in-Chief	Admiralty.	
S. 310	On 1st October	Whitehead recommendations	—	Captain	Senior Officers of Squadrons and Flotillas.	Admiralty D.T.M.	In cases of Light Cruisers, Destroyers and Submarines the return is to be made by the Torpedo Officer of the Squadron or Flotilla. (G. 1427/20.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
Yearly Returns—cont.							
S. 316a	30th June	Quarterly Submarine Mate- rial Report.	—	Captain	Commander-in-Chief	Admiralty.	(G. 436/23.)
S. 340 D. 275	{ To reach Dock- yard 1 month before arrival of Ship.	Defects (Pink List)	1092	Captain	Superintendent of Dockyard.	Admiralty if amount of estimate is beyond limit for local ap- proval.	
S. 340b D. 275b		Defects (White List)					
S. 374a	—	Deviation of Compasses	1004	Captain	Commander-in-Chief	Admiralty.	
S. 379	—	Chronometer Return	1010	Captain	Commander-in-Chief	Admiralty (Hy- drographic Department).	
S. 380	—	Remark Book	1027	Captain	Commander-in-Chief	Admiralty.	See remarks opposite G. 436/23.
S. 396	—	School Register	390	Captain	Commander-in-Chief	Admiralty.	
S. 480	As soon as practi- cable after 31st	Schedule of interest due on Naval Savings Bank Ac-	1086	Captain	Accountant-General.	—	

# VI.—TO BE RENDERED FROM THE FLEET.

		<i>Occasional Returns.</i>		tendant of Commissioned Built Ships or Senior Naval Officer.		(S. 3207/21.)
MS.	- As the occasion arises.	Account of allowances received for entertainment of passengers.	1554	Captain -	Commander-in-Chief	Admiralty.
MS.	- At the time of purchase.	Explanation of purchase of Medical Stores.	1784	Captain	Medical Director-General.	
MS.	- Every Monday when hulked.	Glass broken in Hulk -	1100	Captain -	Captain of Dockyard.	
*MS.	- As the occasion arises.	Loss of important Stores, including binoculars, telescopes and stop watches.	568	Captain -	Commander-in-Chief	Admiralty.
MS.	- As the occasion arises.	Thefts of stores -	1810	Captain -	Commander-in-Chief	(N.S. 13913/20.) Admiralty
*MS.	- As the occasion arises.	Passing for Ship's Corporal; Report of.	1854	Captain -	Commodore of General Depot to which the man belongs.	Accompanied by copy of Certificate. (N.S. 13913/20.)
MS.	- As the occasion arises.	Patients sent to Sick Quarters; Statement of cases of.	1302	Captain -	Medical Director-General.	(C.W. 21755/20.)
MS.	- On hauling down Flag or removal of War Staff Officer.	Report on War Staff Officer	224a	Chief of Staff or Chief Staff Officer.	Commander-in-Chief	Admiralty.



Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
<i>Occasional Returns—cont.</i>							
MS. -	On removal of Cap- tain or Naviga- ting Officer.	Professional qualifications of Navigating Officer.	987	Captain -	Commander-in-Chief	Admiralty.	
MS. -	—	Receipt of supply of Chro- nometers and Deck Watches. Report of trans- actions between ships.	1010	Captain -	Hydrographer.		
MS. -	On giving up the Hulk.	Report that the Hulk has been cleaned.	1100	Captain -	Commander-in-Chief	Captain of Dockyard.	
MS. -	As the occasion arises.	Shell returned; Report on	897	Captain -	Commander-in-Chief.		
—	After Minelaying -	Minelaying operation	—	S.O. of Mine- layers.	Admiralty	—	L/T cypher message.
MS. -	After Minelaying -	Minelaying operation	—	S.O. of Mine- layers.	Authority who or- dered operation.	Admiralty	Secret report in writing to confirm L/T mes- sage. (G. 1844/20.)
MS. -	After Minelaying -	Minelaying operation, Re- port of "numbers."	—	S.O. of Mine- layers.	Authority who or- dered operation.	Admiralty	Original only. (G. 1844/20.)
MS. -	After Minelaying -	Minelaying operation, Re- port of defects in outfit.	—	S.O. of Mine- layers.	Authority who or- dered operation.	Admiralty	Copies to Authority and Mining Engineer Officer.
B. 10	Immediately after	Accounts of Deal and Hun- stanton.	1681	Captain -	Accountant-General.		

# PT I.—TO BE RENDERED FROM THE FLEET.

	arises.	Pay.				—	To accompany Form S. 53 (Monthly) (when necessary).
S. 53a	As the occasion arises.	Return of Ranks and Ratings taking passage in Contract Packets, &c.	1694	Captain of Ship on the books of which ranks and ratings are borne.	Accountant-General	—	To accompany Form S. 53 (Monthly) (when necessary).
S. 54	As the occasion arises.	Weekly Allotment of Seamen to be stopped.	1624 and 1625.	Accountant Officer.	Accountant-General.	—	
S. 54A	As the occasion arises.	Weekly Allotments of Marines to be stopped.	1624 and 1625.	Accountant Officer.	Commandant of the Marine Division concerned.	—	
S. 54B	As the occasion arises.	Monthly Allotments of all Officers, Seamen and Marines (except to Marine Savings Banks) to be stopped.	1624 and 1625.	Accountant Officer.	Accountant-General.	—	
S. 54C	As the occasion arises.	Monthly Allotments of Marines (men) to Marine Savings Banks to be stopped.	1624 and 1625.	Accountant Officer.	Commandant of Marine Division concerned.	—	
S. 54D	As the occasion arises.	Suspension of Allotment of Seaman or Marine in case of absence over leave.	1625	Accountant Officer.	Accountant-General or Commandant of Marine Division concerned.	—	
S. 54E	As the occasion arises.	Removal of suspension of Allotment.	1625	Accountant Officer.	Do. do.	—	
S. 63	As the occasion arises	Declaration of (or alteration of existing) weekly Allotment by Seaman.	1613	Accountant Officer.	Accountant-General.	—	

Estab- lished No. of Form.	When due	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
<i>Occasional Returns—contd.</i>							
S. 63A	As the occasion arises.	Declaration of (or alteration of existing) Allotment by Men of Royal Marines.	1618	Accountant Of- ficer.	Commandant of Ma- rine Division con- cerned.		
S. 63B	As the occasion arises.	Declaration of (or alteration of existing) <i>monthly</i> Allotment by Officers and Seamen and Marines (except to Marine Savings Banks).	1618	Accountant Of- ficer.	Accountant-General.		
S. 63C	As the occasion arises.	Declaration (or alteration of existing) <i>monthly</i> Allotment to a Marine Savings Bank.	1618	Accountant Of- ficer.	Commandant of the Marine Division concerned.		(N.P. 11/2301/22.) (V. 2978/20.)
S. 83 Part III.	<u>Cancelled.</u>						
S. 88	As the occasion arises.	Demand for necessities	1165	Captain	Colonel:Commandant of Marine Division concerned.	To Royal Ma- rine Clothing Depôt, Malta, in case of Mediterra- nean Station.	
S. 100 (L.)	On supersession of Flag or Commanding Officer.	Flag Officers' and Commanding Officers' Mess Traps Account.	1760	Captain	Director of Victuall- ing.		
S. 117, S. 117a, &c.	On change of Accounting Officer and on paying off into the material	Account of Permanent and Consumable Naval Stores.	1804	Captain	See Memorandum of Instructions (Form S. 117E).	—	For details as to num- bers of Forms, see Memorandum, see S. 117E.

# Part I.—TO BE RENDERED FROM THE FLEET.

S. 123	On change of Accountant Officer, and on paying off, when books, &c., are directed to be returned to Store. (See instructions on form.)	Paymaster's Account of Books of Instruction, Reference, &c.	1804	Captain	Director of Stores
S. 124a-c	<u>Cancelled.</u>				
S. 124d and series.	On paying off into the materiel reserve.	Gun mountings; spare parts of.	1804	Captain	See memorandum of instructions (Form S. 117 E.).
S. 131	As occasion requires.	Collier Account.	926	Senior Naval Officer.	Admiralty (Director of Stores).
S. 133	Whenever made	Advice of Purchases	1777	Captain	Admiralty.
S. 136	As the occasion arises.	Payment for overtime to Crew of Collier.	—	Captain	Accountant-General.
S. 165	As the occasion arises.	Reports of movements of Ratings.	1595	Captain	Accountant-General.
M. 185	As the occasion arises.	Lists of Invalids, &c.	1300	Captain	Medical Director-General.
M. 188	As the occasion arises	Cases of Patients invalidated, &c.	1800 and 1883.	Captain	Medical Director-General.

For details as to numbers of forms see Memorandum of instructions (Form S. 117 E.).  
(G. 11617/19.  
Sta. 9019/22.)

For each collier discharged to H.M. Ships, except where the transaction is dealt with in Yard Accounts.

(N.P. 11/2301/22.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
S. 192	<u>Cancelled.</u>						
*S. 206	As directed on the Form.	Reports on Officers -	1851	Captain -	Commander-in-Chief	Admiralty.	
S. 214	As the occasion arises.	Officers, Men, and boys borne on Ships' Books while on passage in Contract Pack- ets or other Merchant Vessels.	1518	Captain -	As directed on Form.		
*S. 215	As the occasion arises.	Report of passages ordered	1519	Senior Naval Officer.	Director of Transports		
*S. 218	As Men become eligible.	Men recommended for Medals and Gratitudes.	750, 751, 1182.	Captain -	Commander-in Chief	Admiralty	NOTE.—One name only to be submitted on each Form.
S. 221	Whenever a man is detained in consequence of special emer- gency.	Return of Time-Expired Men detained.	389, 423, 1175, 1449.	Captain -	Part A to Com- mander-in-Chief.	Part B to Sec- retary of Admiralty.	
S. 237	<u>Cancelled.</u>						

# PART I.—TO BE RENDERED FROM THE FLEET.

S. 226	On occasion of coaling.			without bulk.		
*S. 229	On each occasion of coaling from a Collier.	Report of coal and coaling gear lost while coaling.	929	Captain .	Senior Naval Officer.	
S. 231	As directed on Form.	Stowage Capacity and Expenditure of Fuel and Water.	916a	Captain .	The Flagship of the Squadron or Flo-tilia to which ship belongs.	To be rendered in duplicate. (C.Sec.S. 1713/20.)
*S. 233	As the occasion arises.	Men recommended for Coast Guard.	404	Captain .	Admiral Commanding Coast Guard and Reserves.	Copies of Certificates to accompany the List.
S. 235	On promotion to Warrant Mechanician, and when discharged from the Service.	Report on Mechanician .	—	Captain .	Commander-in-Chief	Commander-in-Chief, Ports-mouth, for Inspecting Captain of Mechanical Training Establishments.
*S. 238 D. 495	—	Report of Docking	—	Captain .	Commander-in-Chief	Admiralty. (N.17.)
S. 299	<del>Cancelled.</del>					(G. 4136/23.)
S. 305	As the occasion arises.	Report of bad runs of torpedoes	532	Captain .	Senior Officer .	Copy to "Vernon." If the torpedo is landed for check running a copy should be sent to Torpedo Engineer Officer, Weymouth. (G. 1427/20.)
S. 306	As the occasion arises.	Record of practice running with Whitehead torpedoes.	532	—	—	To be retained in ship and shown at inspections.

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
<i>Occasional Returns—contd.</i>							
S. 307	As the occasion arises.	Report of loss of torpedo	398	Captain	Senior Officer	Admiralty	Copy to H.M.S. "Ver- non."
S. 308. A. to F.	As the occasion arises.	Forms for analysing torpedo practices.	532	Captain	Senior Officer.		
S. 309	After Minelaying	Mining report of operation	—	Captain	Authority who or- dered operation.	Admiralty (D. of T.D.).	Duplicate. (G. 1344/20.) (GD. 3301/23.)
S. 313	As the occasion arises.	Report of loss or failure of a P.V.	—	Senior Officer	Admiralty.		(G. 1427/20.)
S. 319	—	Register of Torpedo and Electrical Equipment on Board.—Return of.	—	Captain	Commanding Officer, H.M.S. "Vernon."		
S. 339a D. 237a	Whenever the de- fects of the Ship have been made good at a Dock- yard.	Report of Completion of Ship by the Dockyard.	1097	Captain	Commander-in-Chief and a copy to Super- intendent.		
S. 342	As directed by Art. 1092a.	Record of Defects	1092a	Captain	(1) Commander-in- Chief. (See Note A.)  (2) Superintendent of Dockyard (See Note B.)		NOTE A.—To be for- warded once a quarter for inspec- tion; also to be produced on the occasions named in Art. 1092a, clause 4. Normal. To be for- warded on the arrival of the vessel at the dockyard.

# TABLE I.—TO BE RENDERED FROM THE FLEET.

S. 347	—	Report of Turning Trials	—	Captain	Commander-in-Chief	Admiralty.
S. 354	On change of the Engineer Officer.	Special Report of Examinations of Machinery and Boilers.	921	Captain	Engineer-in-Chief.	
S. 355	As the occasion arises.	Testing boilers by water pressure.	965	Captain	Commander-in-Chief in duplicate.	One copy bearing the remarks (if any) of the Engineer Captain to be forwarded to the Admiralty.
*S. 356 *S. 356a *S. 356b	As the occasion arises.	Drill test of boilers	965	Captain	Commander-in-Chief	One copy bearing the remarks (if any) of the Engineer Captain to be forwarded to the Admiralty.

In the case of Ships, Torpedo Boat Destroyers and Torpedo Boats in the Home Fleet or in Home Ports fitted with water-tube boilers, one copy of Form S. 356b is to be forwarded, for notation and return, to the Superintendent of the Dockyard to which the vessel is attached for repairs. The date on which the copy was despatched is to be noted on the copy for the Admiralty.



Established No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
<i>Occasional Returns—contd.</i>							
S. 366	As the occasion arises, and as directed by Drafting Regulations.	Requisition for Marines	1143	Captain	Commander-in-Chief	—	Home Ports.
S. 378	As the occasion arises.	Hydrographical Note	1016	Captain	Hydrographer	—	Duplicate to Commander-in-Chief.
S. 379	On closing accounts	Chronometer return	1010	Captain	Commander-in-Chief	Admiralty (Hydrographic Department).	
S. 380	On supersession of Navigating Officer	Remark Book	1027	Captain	Commander-in-Chief	Admiralty (Hydrographic Department).	
*S. 385	When shore observations are obtained.	Results of observations for variation of compass on shore.	1023	Captain	The Director, Admiralty Compass Observatory, Slough.		
	When observations are obtained at sea.	Results of observations for variation of compass at sea.	1023	Captain	The Director, Admiralty Compass Observatory, Slough.		
S. 426 } S. 426a } to f }	When Inspections are made.	Report of Inspection and preparation for Battle.	423, 424, 424a, 1264.	Inspecting Officer.	Commander-in-Chief	Admiralty.	(E.F.O. 7104/20.)
S. 427	When Inspections are made.	Report of Inspection of Torpedo Boats, Destroyers and Torpedo Barges.	423	Inspecting Officer.	Commander-in-Chief	Admiralty.	

# Part I.—TO BE RENDERED FROM THE FLEET.

S. 446 (late M. 100.)	When a man is finally discharged the service, or dead.	Master Sub-Lieutenant.	Medical History Sheet	1810	Senior Medical Officer.	Medical General; or to the Receiving Ship, Malta, in the case of Maltese.	(C.W. 138/21.)
S. 456	On Officer's discharge from training.		Report on Warrant Engineers, R.N.R.	824	Captain	Admiral Commanding Coast Guard and Reserves.	(N.. 5670/23.)
S 474	Biennially and on change of Accounting Officer from Depot Ships at Home in Commission, Gunnery Schools and Tenders, R.N. Barracks, Reserve Stores. On change of Accounting Officer and on paying off from Stationary Ships at Home, Ships under the orders of the Admiral Commanding Coast Guard and Reserves, and all other Ships and Vessels in commission including H.M. Yachts and Admiralty Yacht.		Ledger for Naval Ordnance Stores (Torpedo Boats, Torpedo Boat Destroyers and Shallow Draught Steamers).	Instructions in tions in Ledgers, S. 474, S. 1423, &c.	Captain	Admiralty (Director of Armament Supply).	(E.F.O. 7105/20.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
S. 477	As the occasion requires.	Withdrawal List	—	Captain -	Accountant-General	—	} See remarks opposite S. 484 ( <i>Monthly</i> ).
S. 479	—	Naval Savings Bank Trans- fer List.	—	Captain -	Accountant-General	—	
*S. 480	On supersession of Accountant Offi- cer.	Schedule of Balances due on Naval Savings Bank Ac- counts.	1636	Captain -	Accountant-General.	—	
*S. 483	On supersession of Accountant Offi- cer.	Naval Savings Bank Abstract Account.	1636	Captain -	Accountant-General.	—	
S. 507	As directed by Arts. 56 and 58. Draft- ing Regulations.	Men recommended for ad- vancement.	—	Captains of Ship employed on Home Service.	Commanders-in-Chief at Home Ports.	—	(C.W. 11886/21.)
S. 515	Cancelled.						
S. 540	As the occasion arises.	Application for Prize Money or War Medal.	1878	Captain -	Accountant-General.	—	
S. 541	As the occasion arises.	Parting Cable or loss of Anchor.	535	Captain -	Commander-in-Chief	Admiralty.	
S. 544	As they occur	Report of Legation and Viceroy	1882	Captain -	—	—	

# I.—TO BE RENDERED FROM THE FLEET.

S. 555	—	Report of Officer of the Guard.	621	Captain -	Commander-in-Chief or Senior Officer present. In Home waters C.-in-C., Atlantic Fleet.	(M. 64849/20.)
S. 1117 S. 1118	} <u>Cancelled.</u>					
S. 1119		Particulars of passengers embarked for England in Transports or Passenger Steamers.	1534	Officer ordering passage.	Commander-in-Chief, Senior Naval Officer or Transport Officer at first port of arrival in England, in accordance with instructions for rendering the Form.	(N.P. 11/2301/22.)
S. 1119	As the occasion arises.	Particulars of Supernumeraries embarked for passage to England.	1534	Captain or Officer in Charge of Draft.	Commander-in-Chief or Senior Naval Officer at first port of arrival in England.	
S. 1120	On a Ship completing to full complement.	Names and Addresses of nearest relatives or agents of Officers appointed on completion.	—	Captain -	Admiralty.	
S. 1121	As the occasion arises.	Report of death of any Officer, Man or Boy.	575	Captain -	Accountant-General and Commander-in-Chief (Duplicate).	
S. 1148	After Full Calibre Practices.	Elevation Record (White Paper).	Firing Manual	See instructions	in "Firing Manual."	(G.D. 241/20.)

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
				<i>Occasional Reports—contd.</i>			
S.1148(a)	After Full Calibre Practices.	Elevation Record (Tracing Cloth).	Firing Manual.	<i>See instructions in "Firing Manual."</i>			(G.D. 241/20.)
S.1150(b)	After Full Calibre Practices.	Analysis of Firing for Ships not fitted with Dreyer Table.	Firing Manual.	<i>See instructions in "Firing Manual."</i>			(G. 5747/21.)
S. 1153	<i>Cancelled.</i>						
S. 1154	<i>Cancelled.</i>						
S.1155(7)	After Full Calibre Practices.	Analysis of Destroyer's or Submarine's Firing (White Paper).	Destroyer Firing Man- ual and Submarine Firing Manual.	<i>See instructions in "Destroyer Firing Manual" and "Submarine Firing Manual."</i>			
S. 1155 (7a)	After Full Calibre Practices.	Analysis of Destroyer's or Submarine's Firing (Trac- ing Paper).					
S. 1155 (7b)	After Full Calibre Practices.	Ship's narrative of Destroy- er's or Submarine's Firing.					
S.1155(s)	After Full Calibre Practices.	Report on Destroyer's or Submarine's Firing.					(G.D. 3301/23.)

# Part I.—TO BE RENDERED FROM THE FLEET.

*S. 1161	On each occasion of relief of Torpedo Officer.	Machinery in charge of Torpedo Officer.	959a	Captain - (Only when specially ordered to be forwarded to Admiralty.)	—	Return to be inspected once a quarter by Engineer Officer on staff of Commander-in-Chief. To be forwarded to Admiralty only when specially ordered. (S. 767/17.)
S. 1178	As directed in the Form.	Daily log of magazine-cooling, ice-making and refrigerating machinery.	394, 395	Captain -	Commodore of Depôt for Captain of Gunnery or Torpedo School.	(N. 5670/23.)
*S. 1303 *S. 1303a *S. 1303b	Whenever a Ship pays off at home or abroad, or an opportunity occurs for the discharge of men to the Gunnery or Torpedo Schools.	Returns of men recommended to qualify for Gunnery or Torpedo ratings.	—	Captain -	Accountant-General.	(C.II./6434/2(3.
S. 1307	On every occasion of H.M. Ships being coated or oiled by private vessels.	Certificate stating whether or not damage or loss is sustained.				

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
				<i>Occasional Reports—contd.</i>			
S. 1418	Biennially and on change of Ac- counting Officer from Depot Ships at Home in Commission, Gunnery Schools and Tenders R.N. Barracks, Re- serve Stores. On change of Accounting Offi- cer and on pay- ing off from Sta- tionary Ships at Home, Ships un- der the orders of the Admiral Commanding Coast Guard and Reserves, and all other Ships and Vessels in commission including H.M. Yachts and Ad- miralty Yacht.	Expense Book for Naval Ordnance Stores.	Instruc- tions in Ledgers, S. 474, S. 1423, &c.	Captain .	Admiralty (Director of Armament Sup- ply.)		
S. 1418a		Expense Book for Naval Ordnance Stores.					
S. 1421		Guard Book of Supplies.					
S. 1422		Guard Book of Returns.					
S. 1423		Ledger for Naval Ord- nance Stores (except Torpedo Boats and Torpedo Boat Destroy- ers, and Shallow Draught Steamers.					
S. 1423a		Ledger for Naval Ord- nance Torpedo Stores.					
S. 1423b to S. 1423f		Ledger for Whitehead Torpedo Stores.					(H.F.O. 7105/20.)

# TABLE I.—TO BE RENDERED FROM THE FLEET.

MS.	On day of Commissioning.	Officers who have not joined.	Captain -	Commander-in-Chief.	Applicable only to proceeding abroad.
MS.	Before sailing	Report that Forms S. 53†, S. 63, S. 165, have been sent to the Accountant-General.	Captain -	Commander-in-Chief	—
MS.	Before sailing	Ship's Agent; name of	Captain -	Commander-in-Chief	Should be accompanied by Instrument of appointment in proper form.
MS.	Before sailing	Spare Spars and Boats' Guns; trial-of.	Captain -	Commander-in-Chief.	—
MS.	—	Special Sick Berth Stores; demand for.	Captain -	Medical Director-General.	For stores supplied by Medical Department only.
S. 89	On Commissioning for Foreign Service.	Demand for Marine Clothing.	Captain -	Colonel-Commandant of Marine Division concerned.	(N.P.II. 1977/23.)
S. 165	<u>Cancelled.</u>				
D. 211 } 111	—	Weights; Return of in duplicate.	Captain -	Commander-in-Chief	Required also from Tenders (S. 5267/23.)
	On Commissioning	Names and Addresses of nearest relatives or agents of Officers	Captain -	Admiralty.	
S. 1120					
*MS.	—	Men volunteering to remain in Commission.	Captain -	Commander-in-Chief.	

*Before Proceeding to Sea.*



Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
*S. 219	At least 3 days before sailing.	List of Ratings absent from any cause.	<i>Before Proceeding to Sea—contd.</i> Special and 775.	Captain -	Commander-in-Chief	—	Nil returns are not required, but when there are no ab- sentees the fact is to be reported to Commander-in-Chief by signal. (C.W. 6033/23.)
*S. 346	—	Full power Trial at Sea	—	Captain -	Commander-in-Chief	Admiralty.	
S. 374a	—	Deviation of Compasses	1004	Captain -	Commander-in-Chief	Admiralty.	
S. 53	—	Numbers borne to date of Sailing; Return of.	<i>Before Sailing for a Foreign Station.*</i> 1594	Captain -	Accountant-General.		
S. 53a	—	Naval Ranks and Ratings on passage.	1561 and 1594.	Captain -	Accountant-General.		
S. 165	<u>Cancelled.</u>	Passengers and Supernume- ries on board.	—	Captain -	Commander-in-Chief	Admiralty.	(N.P. II./1977/23.)
S. 213	—	Names and particulars of Officers absent.	596	Captain -	Commander-in-Chief	—	Nil returns are not required but when
S. 219	At least 3 days before sailing for a Foreign Station or a Distant Port.						

# I.—TO BE RENDERED FROM THE FLEET.

(U.W. 6033/23.)

S. 350	After Commission- ing Trial.	Certificate that Ship is com- plete in every respect and fit for service at sea.	Engineering Manual, 396.	Captain -	Commander-in-Chief	Admiralty and Superintend- ent of Dock- yard.
MS. -	-	Copy of Sailing Orders	-	Captain -	Commander-in-Chief.	† These Returns are, with reference to Art. 407, also to be taken to the Officer in com- mand of a Squadron or Station at home or abroad, but except in particular cases, upon meeting any other Senior Officer, it will be sufficient to take him an account of the Provisions, Public Money, Fuel, Candles, Oil and Water on board, and at the back of such account the names of any Ships for which there may be Super- numeraries.
S. 213	-	List of Passengers and super- numeraries.	-	Captain -	Commander-in-Chief.	
S. 334 } D. 275 } S. 340 } D. 275 }	-	Defects (Supplementary List if required).	1092	Captain -	Superintendent of Dockyard.	
MS. -	-	Copy of Sailing Orders†	-	Captain -	Commander-in-Chief	
MS. -	-	Letter reporting Proceedings†	-	Captain -	Commander-in-Chief	

\* In addition to the Returns required before proceeding to sea.

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
*MS. -	—	Volunteers recommended for Physical and Recreational <u>Training Instructor.</u>	400	Captain .	Commander-in-Chief	Superintendent of Physical and Recrea- tional Train- ing School.	
*S. 184 to S. 184e.	—	Returns of all ratings (except Royal Marines) serving on board.	See "Monthly Returns."				(N. 16034/21.)
S. 210	—	Packages and Parcels brought home in H.M. Ships.†	1885	Captain .	—	—	† In duplicate, in ac- cordance with the instructions printed on the forms.
S. 340 } D. 275 } S. 340b } D. 275b }	--	Defects (Supplementary List if required), §	1092	Captain .	Superintendent of Dockyard.	—	§ These Returns are, with reference to Art. 407, also to be taken to the Officer in com- mand of a Squadron or Station at home or abroad, but except in particular cases, upon meeting any other Senior Officer, it will be sufficient to take him an account of the Provisions, Cables, etc., of the Cable Room.

# VI. I.—TO BE RENDERED FROM THE FLEET.

S. 569	—	Declaration as to Dutiable Articles.	1885	Captain	—	—	In duplicate, in accordance with the instructions printed on the forms.
S. 569a	—	Declaration of Passengers as to Dutiable Articles.¶	1885	Captain	—	—	¶ In duplicate, in accordance with the instructions printed on the forms.
*S. 369	—	N.C. Officers and Men desirous of furlough on disembarkation.	<i>Before disembarkation.</i>				
	—		1148	Captain	Divisional quarters to which the men belong.		
MS.	—	Alterations made or recommended in Ship, Armament, &c., in duplicate.	<i>Ordered to Pay off.</i>				
MS.	—	Date to be ready to pay off; letter reporting.	1115	Captain	Commander-in-Chief	Admiralty and Dockyard.	
MS.	—	Dockyard Riggers, Men recommended for.	Special	Captain	Commander-in-Chief	Admiralty.	
*MS.	—	Nominal List of Marines, with Divisions and register numbers, as in Art. 1146.	1126	Captain	Superintendent of Dockyard.	—	In duplicate and separate Lists for each Dockyard.
MS.	—	Officers to be borne to close accounts.	Local	Captain	Divisional Headquarters to which the men belong.		
	—		1897	Captain	Commander-in-Chief	Admiralty.	

Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
<i>Ordered to Pay Off—contd.</i>							
MS. -	—	Seamen and Marines for other Ports; numbers of.	1129	Captain -	Commander-in-Chief.		
MS. -	—	Shell returned; Report on -	897	Captain -	Commander-in-Chief.		
*MS. -	—	Volunteers recommended for Physical and Recreational Training Instructor, and Physical and Recreational Training Instructors due to re-qualify.	400	Captain -	Commander-in-Chief	Superintendent of Physical and Recrea- tional Train- ing School.	(N. 16034/21.) (N. 5670/23.)
*S. 220	<u>Cancelled.</u>						
*S. 233	—	Men recommended for Coast Guard.	404	Captain -	Admiral Commanding Coast Guard and Reserves.	—	Copies of Certificates to accompany the List.
S. 250 and Series.	—	Watch and Quarter, and Station and Fire Bills.	—	Captain -	Commander-in-Chief	Captain of Gun nery School (for re-issue).	
S. 255	—	Gunnery and Torpedo Quarter Bill.	—	Captain -	Commander-in-Chief (in duplicate).	Captain, H.M.S. "Excellent" and Captain H.M.S. "Ver- non."	(G. 17846/21.)
S. 342	—	Record of Defects -	1092a	Captain -	Superintendent of Dockyard.	—	To accompany defect list to be returned to the ship on re- turn.

# TABLE I.—TO BE RENDERED FROM THE FLEET.

S.	Application for Survey of Men and Boys unit.	1125	Captain -	turn after leave.	—	Result of Survey to Admiralty.
S. 508	Application for Survey of Men and Boys unit.	1125	Captain -	Commander-in-Chief	—	Result of Survey to Admiralty.
—	All Yearly, Half-Yearly, and Quarterly Returns for the broken period since they were severally last rendered.	On Day of Paying Off.	—	—	—	—
—	Captain's Ship's Book; return of.	1850	Captain -	Commander-in-Chief	Admiralty.	Admiralty.
—	Drawings supplied for information of Ship's Officers—Complete set.	1067 and 1068.	Captain -	Superintendent of Dockyard.	—	—
—	Examination of Guns : memorandum of.	—	Captain -	Commander-in-Chief	Local Naval Ordnance Officer.	—
MS. -	Letter reporting having paid off.	1132	Captain -	Commander-in-Chief	—	Reported in daily letter.
MS. -	Professional Qualifications of the Navigating Officer.	987	Captain -	Commander-in-Chief	Admiralty.	—
S. 48	Officers discharged to Half Pay (in triplicate).	1615	Captain -	Admiralty	—	Duplicate to Accountant-General. Triplicate to Depot if allowed Full Pay Leave.
S. 53	Numbers discharged since date of last Form S. 53, including those discharged on paying off.	1594	Captain -	Accountant-General	—	Pages 6 and 8 to be utilised to show disposal of all numbers discharged.

Estab- lished No. of Form.	When due.	Description	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
S. 100 (II.)	On 31st March from Depot and Stationary Ships. On paying off from all other ships.	Ward Room and Gun Room Officers' Mess Traps Ac- count.	<i>On Day of Paying Off—cont.</i> 1760	Captain .	Director of Victualling.		
S. 100 (III.)	On 31st March from Depot and Stationary Ships. On paying off from all other ships.	Warrant Officers' Mess Traps Account.	1760	Captain .	Director of Victualling.		
S. 172 *S. 206 S. 219	<u>Cancelled</u> — —	Report on Officers Men in Hospital	1851 Local	Captain . Captain .	Commander-in-Chief Captain of Flag Ship or Commodore of General Depot.	Admiralty. —	(N. 5670/23.)  Separate Lists for Ma- rines for Headquar- ters.
S. 219	—	Men in Prison, with date of release, or otherwise absent.	775	Captain .	Commander-in-Chief	Captain of Flag Ship or Commodore of General Depot.	Separate Lists for Ma- rines for Headquarters.
S. 227 S. 227	<u>Cancelled.</u> <u>Cancelled.</u>						

(C. V. 11600/123.)

# 2. I.—TO BE RENDERED FROM THE FLEET.

S. 285a	—	Magazine Log (For use in ships having magazines fitted with tem- perature tubes.)	900 (1) (g)	Captain -	Admiralty.		
S. 285b	—	Magazine Log - (For use in ships not fitted with temperature tubes.)	900 (1) (g)	Captain -	Admiralty.		(G. 9802/20.)
S. 286	—	Gunnery Log and Progress Book.	887	Captain -	Captain, H.M.S. "Ex- cellent."		
S. 288a	Anniversary of Commissioning and on paying off.	Annual Diving Return	893	Captain -	Senior Officer of Squadron.	The Captain H.M.S. "Ex- cellent."	(G. 6479/23.)
S. 304 a and b.	—	Torpedo Log and Progress Book.	887	Captain -	Captain of Torpedo School.		
S. 323	—	Signal Log	559	Captain -	{ Deputy Cashier in charge Royal Vic- toria Yard, Dept- ford.		
S. 323a	—	Cypher Log	559	Captain -	{		
S. 325	—	Cancelled.					
S. 328	—	Rangefinder Log	—	Captain -	Superintendent of Dockyard (for Naval Store Officer).	—	(N. 7603/22.) To accompany the in- strument to which it relates. (E.F.O. 7105/20.)
S. 380	—	Hydrographic Remark Book	1027	Captain -	Commander-in-Chief	Hydrographer of the Navy.	See Art. 1027 if no in- formation of interest.
*S. 381	—	Compass Journal	1004 and 1024	Captain -	Commander-in-Chief	The Director, Admiralty Compass Ob- servatory, Slough.	(E.F.O. 7104/20.)



Estab- lished No. of Form.	When due.	Description.	Articles in Regulations referring to the Return.	By whom to be forwarded.	To whom.	To whom to be finally transmitted.	Remarks.
			<i>On Day of Paying Off—contd.</i>				
S. 459	—	Service Certificates	1128	Captain	Respective Ships to which Men return.	—	See "Occasional Re- turns."
S. 474	—	Ledger for Naval Ordnance Stores (Torpedo Boats, Torpedo Boat Destroyers and Shallow Draught Steamers).	—	—	—	—	(E.F.O. 7105/20.)
S. 483 S. 481 or S. 481a	—	Naval Savings Bank Ab- stract Accounts and Ledger.	1636	Captain	Accountant-General	—	See remarks opposite S. 484 ( <i>monthly</i> ). (E. 5848/20.)
S. 505	—	Lists of Men paid off, show- ing the Ships they wish to return to, also of the Men recommended for Petty Officer Ratings.	1129	Captain	Respective Ships to which Men return.	—	To be sent the day before paying off, but the certificates on the day of paying off.
S. 554	—	Ship's Boarding Book	—	Captain	Admiralty.	—	(M. 41080/20.)
S. 560	—	Register of Correspondence	1846	Captain	Accountant-General.	—	
*S. 561	—	Heels and Rolls by the Vertical Battens.	610	Captain	Admiralty.	—	
S. 568	—	Registered Letter and Parcel Book.	579 and 582	Captain	Commander-in-Chief	Admiralty.	(M. 41080/20.)
S. 508a	—	Registered Letter and Parcel Book (Destroyers).	579 and 582	Captain	Commander-in-Chief	Admiralty.	(M. 41080/20.)

**ART I.—TO BE RENDERED FROM THE FLEET.**

S. 570	Notes at land and Wales).	615, 650, 716- 719	Captain	Admiralty	"Nil" Returns not to be rendered.
S. 075a	Public Notice of Marriage (Scotland).				
S. 570b	Notice of Marriage (Ire- land).				
S. 570c	Public Notice of Marriage (Scotland).				
S. 571	Request for Publication of Banns of Marriage.				
S. 572	Banns of Marriage Book				
S. 574	Marriage Notice Book				
S. 579a	Registered Articles from H.M. Ships	580	Captain	Admiralty.	(M. 41080/20.)
S. 1176	Fishing Vessel Log	578a and 619.	Captain	Accountant-General.	(M. 16237/13)
S. 1177	Gryo Compass Log	1024	Captain	Admiralty Compass Observatory, Slough.	(M. 41080/20.)
S. 1303	Returns of men recom- mended to qualify for Gunnery or Torpedo rat- ings.	394, 395	Captain	Commodore of the General Depot for Captain of Gunnery or Torpedo School.	(N. 5670/23.)
S. 1303a					
S. 1303b					
S. 1418					
S. 1418a					
S. 1421					
S. 1422					
S. 1423					
S. 1423a					
S. 1423b					
to					
S. 1423f	(See "Occasional Returns.")				(E.F. 07105/20.)

## PART II.—REPORTS AND RETURNS TO BE RENDERED BY COMMANDERS-IN-CHIEF OF OFFICERS COMMANDING STATIONS OR SQUADRONS.

Established No. of Form.	When due.	Description.	Remark.
(a) From all Commanders-in-Chief, or Officers Commanding Stations or Squadrons at Home or Abroad.			
MS.	As occasion may require for the Accountant-General.	The particulars of all changes in and additions to the numbers of Tenders, specifying the ships to which they are attached.	
S. 296 (a).	<u>Cancelled.</u>		(G.D. 3301/23.) See Art. 515
S. 596.	To reach Admiralty by 15th May and 15th November.	The names of Commanders, Lieutenant-Commanders, and Lieutenants recommended for promotion.	
MS.	Yearly - -	Reports of Inspection of Sailor's Homes.	(C.W. 5778/20.) Applications for grants to be made by 31st March. (C.E. 5613/20.)
*S. 291.	<u>Cancelled.</u>		(G.D. 3301/23.)
(b) From Commanders-in-Chief at Home Ports only.			
S. 543.	<u>Cancelled.</u>		(N/M. 34726/18.)
S. 585.	Daily to time of going to post.	A general daily letter enclosing all miscellaneous returns, reporting the arrivals and sailings of His Majesty's Ships, of foreign men-of-war, the commissioning and paying-off of ships and other common occurrences not necessary to be made the subjects of special letters.	
B. 280 and series.	Every Monday -	A weekly return of disposable supernumeraries.	
S. 542a.	<u>Fortnightly</u> -	Officers and Men authorised to travel on Public Service.	(N/CII. 1782/21.)
S. 595.	Every Saturday	Officers disposable or waiting passage.	
(N./D.M.D. 102/23.)			
(c) From Commanders-in-Chief, other than at Home Ports, and from Officers Commanding Stations or Squadrons.			
S. 206.	As directed by Art. 1851.	A report on Officers.	
S. 543.	<u>Cancelled.</u>		(N/M. 34726/18.)
S. 593.	On each occasion of a general coaling.	Results of coaling.	
S. 594.	By every opportunity.	A return of all the Officers promoted, appointed or removed by him, whether in the ships under his orders or in any other ships.	
S. 594.	By every opportunity.	A similar return of Medical Officers only.	
S. 597.	Monthly - -	The numbers required to complete complements.	Except from Home Fleets and China Station.

# TABLE II.—TO BE RENDERED BY COMMANDERS-IN-CHIEF, &c.

Published of Form.	When due.	Description.	Remarks.
(c) <i>From Commanders-in-Chief, other than at Home Ports, and from Officers Commanding Stations or Squadrons—cont.</i>			
. 601.	Quarterly -	A report of inspection of Naval Hospitals.	To be rendered by the Consular or other Officer appointed for the purpose to the Commander-in-Chief for transmission to the Admiralty.
. 602.	Yearly -	A report on Naval Prisons.	
P. 18.			
. 1313.	Quarterly -	Quarterly inspection of Contractors' stock of coal at Ports where Admiralty Contracts exist	
—	Half yearly	The signal books available for issue.	} Foreign Stations only. See Art. 1156.
Form B.	Yearly	Returns of local reserves (coal).	
Form C.	Yearly	Return of local reserves (lubricating oil and cotton waste).	
—	Yearly on 1st January.	Diary of Senior Marine Officer, of drills and exercises, Royal Marines.	See Art. 1158
—	Yearly on 1st January.	Diary of Senior Marine Officer, of proceedings re Examinations of R.M. Officers.	See Art. 1158
—	Yearly on 1st April.	A list of logs not sent into office	See Art. 1849.
—	Yearly by 1st July.	The Ships to be relieved or recommissioned.	Naval ratings and Marines to be shown on separate lists.
—	Yearly by 1st July.	An estimate of journals for Junior Officers required for the ensuing year.	
—	Yearly by 1st Nov.	The men in stationary Ships abroad requiring relief.	
—	Yearly, 31st Dec.	The coaling plants in Depôts.	To arrive at Admiralty about two months before the new crew is likely to leave England.
—	Yearly, 31st Dec.	The watering plant in Depôts.	
MS.	Occasional	Ratings required for re-commissioning a Ship abroad, &c., &c.	

## APPENDIX XIX.

### INSTRUCTIONS FOR THE CONDUCT OF CLERICAL DUTIES ON BOARD SHIP IN TIME OF WAR.

NOTE (1).—The procedure set forth in this Appendix is not to be adopted except with the permission of the Commander-in-Chief, or of the Captain, if the ship is on detached service (see Art. 34).

NOTE (2).—The Accounts, Returns, &c., which may be dispensed with in time of war are marked\* : in the first column of Appendix XVIII., Part I.

#### PART I.—CASH AND CASH ACCOUNTS.

1. **Cash Book.**—The Cash Book, Form S. 29, is to be a simple record of receipts and expenditure—the entry of each transaction being as brief as possible, consistent with clearness, disregarding entirely all classification under votes.

2. *Cancelled.*

(A.G. 10A/20.)

3. **Entries.**—All transactions may be entered in the Cash Account in Sterling only—the currency columns being disregarded.

4. **Foreign Money.**—When payments are made in Foreign money, the description and number of coins paid away are to be noted on the *Cash Voucher* in addition to the sterling equivalent. The same course is to be pursued as to any receipts.

5. *Cancelled.*

(E. 11407/15.)

6. **Receipted Bills.**—Tradesmen's Bills duly receipted, with Captain's signature of approval, will be accepted as Credit Vouchers in lieu of the Purchase Vouchers, Form S. 22. This will equally apply to Form S. 23, "Hire of Vessels," also Form S. 26, "Repairs of Ships."

**Bills in a Foreign Language.**—If a bill is in a Foreign language, a brief description in English should be given on the back.

7. **Telegrams.**—One copy only of Form S. 547, "Telegrams sent" need be made out, which will constitute the Credit Voucher to the Cash Account, the ordinary local receipts being obtained *if possible* and attached to the voucher, provided no additional expenses be incurred thereby.

Care must be exercised to fill in all the particulars required by the Form.

8. **Monthly Cash Account.**—The Monthly Cash Account, Form S. 29, is to be an exact copy of the Cash Book, and rendered as laid down in Arts. 1668 and 1669, except that the Certificates of Balance on the outside sheet (Art. 1670) need not be filled in.

The Captain's approval is to be fixed at the end of the Account.

**Summary.**—This with Form S. 452 (Summary of Cash Account) will be accepted in office as sufficient in regard to Balances, &c.

**Postal Orders sold.**—The Account of Postal Orders sold, Form S. 35, is to accompany the Cash Account.

#### PART II.—REMITTANCES.

9. **Remittances.**—Persons desirous of remitting are to give at least three days' notice to the Accountant Officer, stating the amount they wish to remit, with the necessary addresses. (Form S. 66.)

#### PART III.—NAVAL SAVINGS BANKS.

10. **Newly Commissioned Ships.**—No Naval Savings Bank is to be opened in newly commissioned Ships.

**Transactions.**—If a Naval Savings Bank has already been opened on board a Ship, and hostilities break out, it shall be continued, but no further withdrawals or deposits shall be permitted; and no fresh accounts shall be opened in such Ships, except for men transferred from other Ships with Bank Accounts.

With this exception, the transactions will be strictly confined to closing the accounts of men dying or transferred.

11. **Men transferred.**—Should men with Naval Savings Bank Accounts be transferred to a Ship where no Savings Bank is open, their accounts shall either be paid, or transferred on the ordinary Savings Bank Transfer List, S. 479, from the Ship they are about to leave direct to the Admiralty.

**After Hostilities cease.**—At the close of hostilities such accounts as have been so transferred shall either be re-transferred to the Ship where the Depositor may then be serving, or otherwise disposed of, according to his wishes, of which the Accountant General is to be duly advised by the Depositor through the Accountant Officer.

**Pass Book.**—The Depositor is to keep possession of his Pass Book.

Interest on Accounts transferred to the Admiralty shall continue to accrue, until they are finally closed.

#### PART IV.—LEDGER.

12. **Quarterly Ledger.**—The Ledger, Forms S. 41 and 41A, is to be closed quarterly if possible, but should this from any cause be impracticable, the settlement may be deferred to the end of the next quarter, or longer if necessary, monthly payments being continued during such time until the Ledger is finally balanced.

13. **Artisans, &c., Coaling.**—Artisans and others entitled to extra pay for coaling under Art. 1469, may be credited with one shilling a day for each day's coaling, regardless of the limit of ten shillings a year fixed by that Article.

14. **Bounty and Grog Money.**—Any Bounty Money and amounts due on account of compensation for Spirit ration are to be credited in the Ledger, the compensation in Lieu of Spirits being designated "*Grog Money*."

15. **Register of Services.**—In preparing Form S. 52 for Admiralty Register of Services, the description, &c., of Boys rated may be omitted.

## TIME OF WAR.

6. **Gun Room Officers' Mess and Wine Bills.**—The directions contained in Clause 2 rt. 847, are suspended during hostilities, the Gun Room Officers paying their own liabilities
7. **Tuition Account.**—The Tuition Account, S 31, will not be required with the Ledger.
8. **Allotments on Mobilising.**—See Art. 1618a.
9. **Cancelled.**

(N.P. II/573/21.)

### PART V.—VICTUALLING, CLOTHING, AND IMPLEMENT ACCOUNTS.

20. **Provision Accounts.**—The whole of the Provision Account Books and Forms are to be kept posted, except the Weekly Statement of Accounts of Messes, S. 74, and, if practicable, the Numbers and Contents Book, S. 104.
21. **Statement of Accounts of Messes.**—In place of the Weekly Statement of Accounts of Messes, S. 74, a copy of the Voucher for Payment of Messing Allowances, &c., S. 73, is to be posted on the Lower Deck at the end of the month.
22. **Quarterly Accounts.**—The provision Account, S. 83, Part I., and Clothing Account, S. 33, Part II., together with the supporting Vouchers and Books, are to be forwarded to the Office quarterly, if possible, but the period of Account should always correspond with the Ledger. The periodical survey on the Ship's Library under Clause 3, Art. 1727, is to be suspended (Form S. 108).
23. **Implement and Mess Traps Accounts.**—The Implement Account, S. 83, Part III., and the Mess Traps Accounts, S. 100, Parts I., II., III., are to be kept and rendered in accordance with existing Regulations, except that the Implement Account need not be rendered on the supersession of Officers, but on paying off only.
24. **Packages.**—So far as the exigencies of the Service permit, the Regulations, Art. 1729, as to the care and disposal of casks and packages are to be observed; but with the exception of wrappers and biscuit bags, these articles need not be shown in the Victualling Accounts.
25. **Surveys.**—With regard to the Survey on, and disposal of, damaged and decayed provisions, Victualling Stores, &c., the Captain's order will be sufficient for ordering survey, and also for the subsequent disposal of the Stores.  
The Report of Survey, Form S 330, is to be sent to the Director of Victualling as soon as possible after the Survey has been held, and a reference, giving the date of its transmission into Office, is to be made on the Account on which the articles are credited.
26. **Returns into Store.**—Articles recommended for return into Store after Survey on board Ship, are to be accompanied by a Return Note, with a Certificate from the Captain that the Stores are returned by his order after Survey.
27. **Small Articles.**—With regard to small articles, such as Preserved Meats, Unsweetened Milk, &c., which occasionally are found unfit for use, the Captain is authorised to direct their disposal, without a Survey; a list of the quantities so disposed of, signed by the Accountant Officer and approved by the Captain, being forwarded as a voucher to the Account.

### PART VI.—ENGINEER AND WARRANT OFFICERS' ACCOUNTS.

28. **Accounts and Expense Books.**—The Abstract Statements of Naval and Naval Ordnance Stores are to be kept posted up, and the accounts rendered as regularly as circumstances will permit.
29. **Demands for Stores.**—Demands for Stores should, if possible, be made on the authorised Forms, S. 134 to S. 134D, S. 465, S. 314, and S. 1403, but when this is not practicable, they may be made out in any manner most convenient (even on an ordinary sheet of paper), in which latter case the Store Authorities shall supply the Stores at once, and provide any necessary documents required for Account purposes.
30. **Surveys.**—The Captain's order with regard to Surveys on, and disposal of, damaged and decayed Naval and Ordnance Stores will be sufficient; one Report of Survey only is to be made out, Form S. 331, which is to be forwarded as a voucher to the Account in which the Stores are written off charge. See also No. 35.
31. **Returns into Store.**—Articles recommended for return into Store after Survey on board Ship are to be accompanied by a list on Form S. 331A or S. 331B (or Return Note if Ordnance Stores), with a certificate from the Captain that the Stores are returned by his order after Survey.

### PART VII.—BOOKS OF INSTRUCTION, REFERENCE, &c.

32. **Accounts of Books of Reference, &c.**—The Account, S. 123, is to be kept posted up, and the Accounts rendered as regularly as circumstances will permit.

(N.S. 13993/20.)

## APP. XIX.—CLERICAL DUTIES IN TIME OF WAR.

**33. Demands for Books.**—In Form S. 1 will be found noted such Printed Forms, and in Form S. 123 such Books of Reference, Devotion and Instruction as are considered requisite to be supplied to Ships commissioning in time of war. These are indicated by a W placed against each.

**34. Cancelled.**

(N.L. 4614/20.)

### PART IX.—QUARTERLY PUNISHMENT RETURN.

**35. Punishment Return.**—During hostilities the abstract of Punishments and Offences need only be filled in for the present quarter.

All punishment Warrants are to accompany this Return as usual, also all orders for dismissal from H.M. Service, or with disgrace, as well as copies of Courts-Martial Sentences.

### PART X.—ENGINE-ROOM REGISTER.

**36. Engine-Room Register.**—The Engine-Room Register, S. 353, is to be rendered in accordance with the instructions printed therein.

The Engineer Captain, or the Engineer Officer of the Flag Ship, after examining this record, is to state the last occasion on which he inspected the Machinery and Rough Register of the Ship and the condition in which he found them.

### PART XI.—R.N.R., \_\_\_\_\_ AND R.N.A.S.B.R.

**37. R.N.R. Service Certificate.**—On mobilisation a Service Certificate (S. 459) is to be made out for each man of the Royal Naval Reserve. The Dépôt is responsible for the issue of the Certificate, and, if possible, for the preliminary entries thereon which are to be taken as necessary from Form R.V. 2. If the latter have not been completed at the Dépôt, they are to be completed on board the first ship to which the man is drafted.

All certificates R.V. 2 are then to be returned to the Registrar-General of Shipping and Seamen.

Certificates of discharge (Form R.V. 8) are only to be issued to men of the permanent Royal Naval Reserve.

(N. 22763/20.)

**38. R.N.A.S.B.R.—Engagement and Service Certificate.**—In accordance with the conditions of enrolment each man of the Royal Naval Auxiliary Sick Berth Reserve is to be required on mobilisation to sign a Continuous Service engagement (Form S.55) for the period of hostilities, and a Service Certificate (S. 459) is to be prepared at the dépôt before the man is drafted to a ship or hospital. The nominal list which will be sent with each party will specify their ratings and reserve numbers. The reserve number prefixed by the letters "S.B.R." is to be inserted on the engagement (S.55), Service Certificate (S.459), and also in Return S.52.

(N. 3461/22.)

# APPENDIX XX.

## SUMMARY PUNISHMENTS FOR SOLDIERS AND AIRCRAFTMEN.

(See Art. 1213.)

### REFERENCE TO TABLE I.—OFFENCES ALPHABETICALLY ARRANGED.

Offences.	Sec.	No.	Offences.	Sec.	No.
absence without leave . . .	a	II.	Gambling . . . . .	g	I.
accessories . . . . .	p	—	Grog, &c.—trafficking in . . .	e	V.
off—negligently throwing or			Hammock, kits, &c.—general		
lowering anything on to the			neglect of . . . . .	h	IV.
deck, down the hatchway, or			Hammock—sleeping in another		
into the boats alongside . . .	k	II.	man's . . . . .	h	III.
arms—carelessness with . . .	k	IV.	Insolence to superiors . . .	j	III.
assault—violent . . . . .	l	I.	Insubordination . . . . .	j	II.
all—answering for another man	b	III.	Kit—examining another man's		
charges—making false . . .	b	I.	without authority . . . . .	h	II.
clothes—hammock—or bedding			Lights after hours . . . . .	n	III.
—using another man's . . .	h	I.	Mustering—not answering . .	f	IV.
clothes or bedding—selling or			Mutiny . . . . .	j	I.
making away without per- mission . . . . .	h	I.	Nuisance—committing a . . .	c	II.
complaints—frivolous or vexa- tious . . . . .	b	III.	Orders—neglecting to carry out, or inattention to . . . . .	d	I.
curse, swearing, or obscene language . . . . .	i	I.	Overboard—throwing things from improper places . . . .	g	VII.
Deserting post . . . . .	f	I.	Pilfering . . . . .	o	I.
Dirty or slovenly—habitually .	c	I.	Police—impeding the . . . .	j	VI.
Disrespect towards superiors .	j	V.	Ports—getting in or out of the	g	VI.
Disturbance—using language tending to create a . . . . .	l	III.	Quarters—talking in the ranks or when silence is enjoined .	g	III.
Divine service—misbehaving .	g	II.	Quitting ship, boat, working party, or other duty without leave, but not with intent to desert . . . . .	a	I.
Dress—not being in proper— dirty or slovenly . . . . .	c	III.	Riotous conduct . . . . .	j	IV.
Drills—inattention at . . . .	f	V.	Sentry—interrupting, or not obeying the lawful orders of .	m	II.
Drunkenness . . . . .	e	IV.	Sentry—using abusive language to . . . . .	m	I.
Drunkenness on duty . . . .	e	I.	Sleeping in improper places . .	g	V.
Drunkenness from leave . . .	e	VI.	Smoking—out of hours or in improper places . . . . .	n	II.
Drunkenness—which is triable by court-martial* . . . . .	e	III.	Smuggling liquor on board or into a boat . . . . .	e	II.
Duty—common—neglect of . .	f	III.	Spitting about the decks . . .	g	IV.
Duty—important—neglect of .	f	II.	Stores—public—carelessly in- juring . . . . .	k	II.
Evidence—false or prevarica- ting in, or lying . . . . .	b	II.	Stores—public—wilfully in- juring or wasting . . . . .	k	I.
False charges . . . . .	b	I.			
Fighting—quarrelling or assault- ing . . . . .	l	II.			
Fire or lights—negligent use of	n	I.			
Fuses, matches, and being in possession . . . . .	n	IV.			

\* "Drunkenness which is triable by Court-martial" means that the offender has committed the offence of drunkenness when on duty or after he has been warned for duty; when he has by reason of the drunkenness rendered himself unfit for duty; or when at least four previous instances of drunkenness have been recorded against him in the regimental or service conduct sheet during the preceding 12 months.

N.B.—By the note to Section 189 of the Army and Air Force Acts, Troops or Air Force on board ships en route to the seat of war are considered to be on active service, and, therefore, in such circumstances any instance of drunkenness on board could be regarded as "triable by court-martial."

(N.L.18956/21.)



TABLE I.

INDEX of OFFENCES, suggesting the MAXIMUM SUMMARY PUNISHMENT that may in each case be awarded.

Offence.	Maximum Summary Punish- ment.	Offence.	Maximum Summary Punish- ment.
§ a. ABSENCE or DESERTION.		§ f. DUTY, <i>Neglect or avoidance of.</i>	
I. Quitting ship, boat, work- ing party, or other duty, without leave, but not with intent to desert -	1	I. Deserting post - - -	1
II. Absence without leave -	2	II. Neglect of important duty, or improperly perform- ing the same - - -	2
§ b. DECEPTION.		III. Skulking from or neglect of common duty, being slack, or improperly per- forming the same - -	4
I. Making false charges -	1	IV. Not answering muster -	5
II. Giving false evidence, or prevaricating at investi- gations, or lying - -	2	V. Inattention at drills or on parade - - - -	5
III. Answering call for another man with intent to de- ceive, or making frivo- lous or vexatious com- plaints - - - -	4	§ g. GOOD ORDER, <i>Offences against.</i>	
§ c. DIRTINESS and UNTIDINESS.		I. Gambling - - - -	4
I. Being habitually dirty or slovenly - - - -	4	II. Misbehaving at Divine Service - - - -	5
II. Committing a nuisance -	2	III. Making a noise or talking in the ranks or when silence is enjoined -	4
III. Not being in proper dress, or being dirty or slovenly in person or dress -	5	IV. Spitting about the decks -	5
§ d. DISOBEDIENCE.		V. Sleeping in improper places	4
I. Inattention to or neglect- ing to carry out orders -	2	VI. Getting in or out of the ports - - - -	5
§ e. DRUNKENNESS— SPIRITS.		VII. Throwing things overboard from improper places -	5
I. Drunkenness on duty -	1	§ h. HAMMOCKS, CLOTHES, or BEDDING.	
II. Smuggling liquor on board or into a boat - - -	1	I. Selling or Making away with articles of kit, bedding, &c. - - -	1
III. Drunkenness triable by court-martial - - -	1	II. Examining another man's kit without authority -	2
IV. Drunkenness - - -	2	III. Using another man's clothes, hammock or bedding - - - -	4
V. Trafficking in, receiving, giving away, playing for or selling any wine, spirits, or beer - -	2	IV. General neglect with regard to hammocks, kits, &c.-	4
VI. Returning drunk from leave, or drunk or dis- orderly in street - -	4	§ i. IMMORALITY.	
		I. Cursing, swearing, or making use of obscene language - - - -	2

# **PUNISHMENTS FOR SOLDIERS, &c.**

Offence.	Maximum Summary Punish- ment.	Offence.	Maximum Summary Punish- ment.
<b>j. INSUBORDINATION and DISRESPECT.</b>		<b>§ m. SENTRY.</b>	
Mutiny or violence to a superior officer - - -	1	I. Using abusive language to a sentry - - -	2
Insubordination - - -	1	II. Interrupting or not obey- ing the lawful orders of a sentry - - -	4
Insolence or contempt to superiors - - -	1	<b>§ n. SMOKING AND FIRE.</b>	
Riotous conduct - - -	1	I. Negligently using fire or lights - - -	1
Disrespect towards su- periors - - -	2	II. Smoking out of hours or in improper places -	4
I. Impeding the police of the ship in the performance of their duties - - -	1	III. Having lights after hours -	4
<b>§ k. MISCELLANEOUS.</b>		IV. Being in possession of fuses and lucifer matches - - -	2
I. Wilfully breaking, wasting, or injuring public stores	1	<b>§ o. THEFT, &amp;c.</b>	
II. Injuring or wasting public stores through careless- ness - - -	2	I. Pilfering - - -	4
III. Negligently throwing or lowering anything on to the deck, down the hatchways, or into the boats alongside - - -	4	<b>§ p. ACCESSORIES.</b>	
IV. Carelessness with respect to arms - - -	5	I. Persons who assist or in- cite others to commit, or connive at others committing, any of the foregoing offences, may according to their rating or position be punished as principals.	
V. Any minor breaches of ship or military discipline -	4	<b>EXCEPTIONS.</b>	
<b>§ l. QUARRELLING, FIGHTING, or ASSAULT.</b>		None of the above offences can be summarily dealt with under the Naval Discipline Act, if they take place under such circumstances as to make them capital under that Act.	
I. Violent assault - - -	1		
II. Fighting, quarrelling, or assaulting - - -	2		
III. Using provoking language tending to create bad feeling or disturbance -	1		

## **NOTE.**

This table is not exhaustive as to offences, but, as its heading imports, it is intended to be merely suggestive. The figure in the column opposite to each offence refers to the number of the punishment in Tables II. and III., and in all ordinary cases it may be taken to represent the *maximum* penalty that should be awarded, summarily—that is to say, without the intervention of a court-martial.

(N.L. 18966/21.)

## **METHOD OF USING THE TABLES I., II., AND III.**

Look in Table I. for offence, and note the number of the punishment opposite to it. Then look in Table II. (for soldiers) or Table III. (for aircraftmen) for the punishment referred to, and see if it can be awarded to the person who has committed the offence. If it can, then the extent or duration of the punishment must be decided on, but if the punishment be *considered too severe*, then some other punishment or punishments lower down in the column must be selected.

(N.L. 2502/23.)

TABLE II.

DESCRIPTION OF SUMMARY PUNISHMENTS TO BE AWARDED TO PRIVATE SOLDIERS WHEN EMBARKED IN HIS MAJESTY'S SHIPS.

No. of Troop Punishments.	Authorised Summary Punishments for Private Soldiers.	By whom to be awarded.	If Warrant required.	Military equivalent.	Remarks.
1	Imprisonment with or without hard labour (not to exceed 42 days).	Captain ...	Yes	Imprisonment with or without hard labour, day for day.	The offender loses a badge for any imprisonment or detention.
1A	Detention (not to exceed 42 days)	Do. ...	Yes	Detention, day for day ...	Loss of a badge.
2	Confinement in a cell (not to exceed 14 days)	Do. ...	Yes	Conviction by Court-Martial ...	
3	Stoppages in conformity with Army Act, s. 138 (3); and Army Act, s. 138 (4), in cases referred by Officer Commanding the Troops.	Do. ...	Yes		
3A	Stoppages in conformity with Army Act, s. 138 (4)	Officer Commanding the Troops.	No	Regimental entry if a Summary Punishment equivalent to more than 7 days Confinement to Barracks is awarded in addition to stoppages, otherwise a Company entry.	Loss of a badge if a Regimental entry.
4	Stoppages of smoking. Eating meals under Sentry's charge. Half-an-hour to dinner. Not exceeding 3 hours' Pack Drill if weather permits; if not, to parade without packs. To stand for 2 hours on deck from 6 to 8 p.m. Answer Roll Call every Bell between Morning Parade and 6 p.m.	Do.	No	Confinement to Barracks, day for day.	If confined for more than 7 days he loses a badge.
5	Stoppage of smoking. Answer Roll Call every 7 days.	Do.	No	Company entry.	
6	Bell from Morning Parade till 6 p.m. Stoppage of smoking not to exceed 28 days. Answer Roll Call four times daily.	Do.	No	Regimental entry if exceeding 7 days; otherwise Company Regimental entry.	If exceeding 7 days, entails loss of badge.
7	Fines for drunkenness, as provided for in King's Regulations and Orders for the Army.	Do.	No	Regimental entry.	
8	Extra Guards for slowness, inattention on Guard, as in King's Regulations for the Army.	Do.	No	Company entry.	

# PUNISHMENTS FOR SOLDIERS, &c.

NOTE.—A private soldier may be admonished and a non-commissioned officer admonished, reprimanded, or severely reprimanded by the commanding officer of the Troops.

These punishments are to be entered in the Defaulter's Book of the Ship, but not in the Service and Conduct Book. They are to be shown separately in the Quarterly Punishment Returns, and are not to be included in the Abstracts and Schedules.

The following are clauses (3) and (4) of section 138 of the Army Act:—

- (3) The sum required to make good such compensation for any expenses, loss, damage, or destruction occasioned by the commission of any offence as may be awarded by the court-martial by whom he is convicted of such offence, or if he is on board of one of His Majesty's ships by the commanding officer of that ship, or where he has confessed the offence and his trial is dispensed with by order under section seventy-three of this Act, as may be awarded by that order or by any other order of a competent military authority under that section.
- (4) The sum required to make good such compensation for any expenses caused by him, or for any loss of or damage or destruction done by him to any arms, ammunition, equipment, clothing, instruments, or regimental necessities or military decoration, or to any buildings or property, as may be awarded by his commanding officer, or if he requires to be tried by a court-martial, by that court-martial, or if he is on board one of His Majesty's ships, by the commanding officer of that ship.

(N.L. 2502/23.)

TABLE III.

DESCRIPTION OF SUMMARY PUNISHMENTS TO BE AWARDED TO AIRCRAFTMEN WHEN EMBARKED AS PASSENGERS IN HIS MAJESTY'S SHIPS.

Number of Air Force Punishments.	Summary of Punishments authorised for Aircraftmen.	By whom to be awarded.	If Warrant required.	Consequences to the Aircraftman.	Remarks.
1.	Imprisonment with or without hard labour (not to exceed 42 days).	Captain	Yes	1. Deprivation of all G.C. Badges (para. 6 III., App. VIII., K.R., R.A.F.). 2. Forfeiture of all ordinary pay for the period of the award (S. 138 (1) A.F.A.). 3. Loss of time towards the award or restoration of G.C. Badges (para. 3f & 7 (IV.) App. VIII., K.R., R.A.F.). 4. Affects assessment of character (para. 415 (5) K.R., R.A.F.). 5. Entails entry in Service Conduct Sheet (para. 1920 IX. K.R., R.A.F.).	
1a.	Detention (not to exceed 42 days).	Do.	Do.	1, 2, 3, 4 and 5, as above.	
2.	Confinement in a cell (not to exceed 14 days).	Do.	Do.	1, 2, 3, 4 and 5, as above.	Is equivalent to Detention awarded under the A.F.A. day for day.
2a.	Deprivation of one or more G.C. Badges.	Captain	Yes	5, as above.	
3.	Stoppages in conformity with the A.F.A. S. 138 (3) & (4).	Do.	Do.	General Conduct Sheet Entry.	
4.	Stoppage of smoking. Eating meals under sentry's charge. Half an hour to dinner. Not exceeding 3 hours' pack drill, if weather permits; if not, to parade without packs. To stand for 2 hours on deck from 6 to 8 p.m. Answer roll call every bell between morning parade and 6p.m.	Commanding Officer of the body of the Air Force.	No	If exceeding 7 days entails service conduct sheet entry and therefore forfeiture of 3 months' time for G.C. Badges (para. 7 (IV) App. VIII., K.R., R.A.F.). If 7 days or less entails general conduct sheet entry.	Is equivalent day for day to the award of confinement to Barracks under the A.F.A.

Minor Summary Punishments.

14 days.

# **PUNISHMENTS FOR SOLDIERS, &c.**

Number of Air Force Punishments.	Summary of Punishments authorised for Aircraftmen.	By whom to be awarded.	If Warrant required.	Consequences to the Aircraftman.	Remarks.
5.	Stoppage of smoking. Answer roll call every bell from morning parade to 6 p.m. <span style="font-size: 2em; vertical-align: middle;">}</span> 7 days	Commanding Officer of the body of the Air Force.	No	Entails General Conduct sheet entry.	Is equivalent day for day to the award of confinement to Barracks under the A.F.A.
6.	Stoppage of smoking not to exceed 28 days. Answer roll call 4 times daily.	Do.	Do.	As for punishment, No. 4.	
7.	Fines for Drunkenness as provided for in King's Regulations and orders for the R.A.F.	Do.	Do.	Entails Service Conduct Sheet entry and therefore forfeiture of 3 months' time for G.C. Badges (para. 7 (IV.) App. VIII. K.R., R.A.F.)	Every instance of Drunkenness is a Service Conduct Sheet entry (paras. 512 & 1919 K.R., R.A.F.).
8.	Extra guards for Slackness, inattention on Guard, as in King's Regulations for the Air Force.	Do.	Do.	Entails entry on General Conduct Sheet.	

(N. L. 18966/21.)

NOTE.—A Non-Commissioned Officer may be reprimanded and an Airman below that rank may be admonished by the Commanding Officer of the Body of the Air Force.

† These punishments are to be entered in the Defaulter's Book of the Ship, but not in the Service and Conduct Book. They are to be shown separately in the Quarterly Punishment Returns, and are not to be included in the Abstracts and Schedules.

The following are Clauses (3) and (4) of Section 138 of the Air Force Act :—

(3) The sum required to make good such compensation for any expenses, loss, damage, or destruction occasioned by the commission of any offence as may be awarded by the Court-Martial by whom he is convicted of such offence, or if he is on board of one of His Majesty's ships by the Commanding Officer of that ship, or where he has confessed the offence and his trial is dispensed with by order under Section 73 of this Act, as may be awarded by that Order or by any other order of a competent military authority under that Section.

(4) The sum required to make good such compensation for any expenses caused by him, or for any loss of or damage or destruction done by him to any arms, ammunition, equipment, clothing, instruments, or regimental necessaries or military decoration, or to any buildings or property, as may be awarded by his Commanding Officer or if he requires to be tried by a court-martial by that court-martial, or if he is on board one of His Majesty's ships, by the Commanding Officer of that ship.

The following SCHEDULE of OFFENCES, though not exhaustive, is intended to serve as a guide to the Captain in respect of Offences which it is advisable to leave to the Military or Air Force Authorities to deal with after disembarkation and for committing which he would therefore place the Offender under Arrest or in Close Confinement :—

1. Desertion.
2. Maliciously making false charges of a nature which would render the accused liable to a felonious charge.
3. Wilful disobedience of orders.
4. Selling or making away with medals or clasps.
5. Indecent assaults, or indecent acts of a grossly immoral character.

6. Mutiny or violence to a Superior Officer when the circumstances in the opinion of the Captain do not require the offender to be dealt with summarily.
7. Theft.
8. Unlawful possession of, or receiving, stolen goods or money.
9. Fraud or cheating.
10. Misappropriating public stores or money.
11. Wilful destruction of Government property.
12. Seditious language.
13. Wilful producing, concealing, aggravating, or feigning any disease or infirmity to the prejudice of the service.
14. Wilful concealment of offences of a serious character against the Naval Discipline Act.
15. Any Military or Air Force Offence which the Officer commanding the Troop or Body of the Air Force embarked considers requires trial by Court-Martial.

## SPECIAL NOTES.

## THE WARRANT.

The warrant for the infliction of any summary punishment, imprisonment, or call upon any soldier or aircraftman is to be carefully drawn up on the established form. The number of badges of which a soldier may be in possession should be noted but should not be referred to or noticed in the sentence. Forfeiture of pay, as a consequence of imprisonment, being provided for by the Army and Air Force Acts, should not be set forth in the warrant.

The warrant should bear the signature of the complaining Officer, if any, in attestation of the complaint having been made by him; and it will be countersigned by the Officer Commanding the Troops or Body of the Air Force embarked as concurring in the nature and extent of the punishment.

The warrants will bear consecutive numbers in the same way as for naval offenders, and be transmitted to the Admiralty with the Quarterly Returns.

Before any punishment requiring a warrant is carried out, the warrant containing the sentence must be read to the accused by the Officer Commanding the Troops or Body of the Air Force embarked at a parade of such troops or airmen, as he may consider desirable to assemble.

If the punishment exceed 7 days a copy of the warrant is to be furnished to the Commanding Officers of the Troops, or Body of the Air Force embarked.

Neither the completion of the warrant nor anything above stated is to be construed as taking away from the Captain the power of remitting the whole or any portion of the punishment ordered in the warrant, if from subsequent contrition of the offender, or from other circumstances in his favour, the Captain shall be so disposed; in such a case the mitigation or remission of the punishment ordered is to be noted on the Warrant.

## TROOP PUNISHMENTS.

## Nos. 1 and 1a.—IMPRISONMENT AND DETENTION.

The punishment of imprisonment or detention is awarded by warrant, and carries with it for a soldier the loss of a badge, and for an aircraftman the loss of all badges.

Private soldiers or aircraftmen who shall be guilty of any offence triable and punishable by imprisonment, or detention under the Naval Discipline Act, may, provided such offence be not made capital by the said Act, be by the Captain summarily tried and sentenced by warrant to a term of imprisonment, with or without hard labour, not exceeding 42 days, or to a similar period of detention.

Private soldiers or aircraftmen wearing more than one good conduct badge are not to be summarily imprisoned or awarded detention except for—

- (a) Mutiny or highly insubordinate conduct.
- (d) Smuggling liquor into the ship.
- (e) Quitting ship, boat, or working party without leave.
- (f) Drunkenness on duty, or after being warned for duty.
- (h) Violent assault.

The offender is to be examined by a Military or Air Force Medical Officer before his commitment to gaol or to a detention establishment, to ascertain that he is physically capable of undergoing his sentence.

Imprisonment and detention shall only take place in the places authorised by the provisions of the Naval Discipline Act.

*Expiry of Sentence.*—When a private soldier or aircraftman shall be sentenced by the Captain of the ship to imprisonment in one of the authorised gaols or detention establishments, the Officer Commanding the Troops or Body of the Air Force embarked shall be informed in writing by the Captain of such sentence and date of expiry, and shall notify to the Senior Military or Air Force Officer of the District the fact of the

## AP-PISHMENTS FOR SOLDIERS, &c.

mittal and the exact time at which the offender's sentence will expire, in order that escort may be at the gaol or detention establishment to receive the offender on the expiration of the sentence.

When a private soldier is thus committed the usual disembarkation returns are to be deleted.

*Costs of Prisoners' Subsistence.*—The cost of the subsistence of Military or Air Force prisoners will be defrayed by the Admiralty, the claim being made in the same manner as for seamen or marines under Section 72 of the Naval Discipline Act.

### No. 2.—CONFINEMENT IN A CELL.

The punishment of cells is awarded by a warrant.

Confinement in a cell, or under a canvas screen on board, carries with it for a soldier, loss of one badge, and for an aircraftman the loss of all badges.

2. All men sentenced to the cells for more than ten days are to have their hair cut.

3. There will be two scales of diet—

(a) Low diet, viz., one pound of biscuit.

(b) Full diet, viz., half the established allowance, except porter and meat.

4. The diet is to be at the discretion of the Captain, and is to be set out in the warrant. The low diet is, however, to be limited to the first three days, and when a man is awarded fourteen to the first three and the last three days of the punishment.

5. The prisoner is daily to pick two pounds of oakum; it is to be weighed when given, and when received from him.

6. He is not to be allowed the use of his hammock or blanket for the first four nights, in cold weather he may have a blanket when considered necessary and specially ordered. After the first four nights he is to have his hammock and blanket every alternate night.

7. He is to keep himself and his cell clean. He is to be allowed a Bible and the use of religious books, and, if a member of the Church of England, to attend Divine Service on Sundays.

8. He is to be visited in his cell once a day by the Military or Air Force Medical Officer on duty, who will also visit him on the night rounds with the Executive Officer. He is also to be visited once every four hours by the Sergeant of the Guard, but he is not to be allowed to hold communication with any other persons. He is to be deprived of tobacco, knives, razors, writing materials, and of all secular books and papers.

9. He is, after the third day's confinement, to be brought on deck under a sentry's charge for two hours a day, one hour A.M. and one hour P.M.

10. In certain circumstances the Captain may find it necessary or advisable to relax some of these rules, especially when the Senior Military or Air Force Medical Officer on board, whose advice on the point is always to be attended to, is of opinion that by strictly adhering to them the health of a prisoner would permanently suffer, and the Senior Military or Air Force Medical Officer is always to be consulted at the time with reference to the last three days of bread and water in the case of a man sentenced to fourteen days' cells.

### MINOR SUMMARY PUNISHMENTS.

These punishments (Nos. 4 to 8) may be awarded only by the Officer Commanding the Troops or Body of the Air Force embarked, after receiving the authority of the Captain of the ship on the prescribed form.

#### PUNISHMENT No. 4.

This punishment is not to exceed fourteen days, and may be reduced by awarding a less period of pack drill, or of answering roll call. Exceeding seven days it involves, for a soldier, forfeiture of one badge, and for an aircraftman forfeiture of three months' time for badges.

#### PUNISHMENT No. 5.

This punishment can only be reduced in its duration.

#### PUNISHMENT No. 6.

This punishment should only be awarded for drunkenness, and if it exceeds seven days, entails, for a soldier, loss of badge, and for an aircraftman, loss of three months' time for badges.

### CUMULATIVE PUNISHMENTS.

The Officer Commanding the Troops or Body of the Air Force embarked may combine No. 7 with Nos. 4, 5, or 6.



## APP. XX.—SUMMARY PUNISHMENTS FOR SOLDIERS, &c.

### GENERAL REMARKS.

The Captain of the ship is not empowered to award any fines on soldiers, or deprive them of pay, or of a good conduct badge or badges, nor is he authorised to delegate to the Executive Officer of the ship the power of punishing a soldier or airman.

In giving effect to the foregoing Instructions for the summary punishment of Troops or aircraftmen, the Captain is to be guided by the Regulations for the Navy, except so far as may herein be otherwise specially directed.

### AUTHORITY FOR COMMANDING OFFICER OF TROOPS OR BODY OF AIR FORCE TO AWARD MINOR PUNISHMENTS.

I, \_\_\_\_\_, in virtue of the authority given to me by the Lords Commissioners of the Admiralty, dated the \_\_\_\_\_, for the government and discipline of the land [air] forces when embarked as passengers in His Majesty's Ships, hereby authorise you, \_\_\_\_\_, to award in respect of minor offences committed by any private soldier [aircraftman] on board this ship during the continuance of the present voyage such punishments as are included in the Summary Punishment Table for soldiers [aircraftmen], and may be inflicted without a warrant.

This authority shall continue in force until revoked under my hand.

Captain, R.N.

H.M.S.

Date

To the Officer Commanding the Troops

[Body of Air Force embarked]

on board H.M.S.

, for

Commanding Officer of

(N.L. 18956/21.)

---

## APPENDIX XXI.

### SPECIFICATION FOR THE COFFIN TO BE USED AS THE FUNERALS OF OFFICERS AND MEN BELONGING TO THE FLEET OR COAST GUARD WHEN THE BURIAL IS CARRIED OUT IN THE UNITED KINGDOM. (See 1251).

#### OFFICERS.

**Coffin.**—One-inch elm, with beading top and bottom, flush lid, pitched and brushed, polished, with screws complete; to be provided with brass breast-plate, engraved with names, date of death and age; and four pairs of brass side handles and plate; eight brass head nails to cover screws; to be lined with flannel throughout, including lid, and furnished with flannel padding at bottom and pillow.

\***Lead Case** (when required in addition to ordinary coffin).

**Shroud.**—Flannel, with flannel cap and face cover.

#### MEN.

**Coffin.**—One-inch unpolished elm coffin, with beading top and bottom, flushed lid, pitched, with screws complete, to be provided with imitation brass breast plate with names, date of death and age written thereon, imitation brass handles, two pairs of ornaments for lid, six brass heads for screw holes. To be lined with flannel throughout, including lid, and furnished with flannel padding at top and bottom.

\***Lead Case** (when required in addition to ordinary coffin).

**Shroud.**—Flannel, with flannel cap and face cover.

#### GENERAL.

All the furniture to be identical in shape, substance and finish with patterns exhibited. The brass and breast side plates to be of No. 20 legal standard wire gauge.

\* The shell should be made from the thinnest sheet lead (to fit inside the ordinary wooden coffin), which shall be air and water-tight and efficiently sealed so as to prevent any possibility of gas or fluid escaping from the interior and strong enough to remain intact from hospital to grave.

APPENDIX XXII.

INSTRUCTIONS FOR REGULATING THE APPLICATION OF THE NAVAL DISCIPLINE ACT TO THE OFFICERS AND MEN OF THE ROYAL NAVY AND OF THE DOMINION NAVIES IN RELATION TO EACH OTHER.

(See Article 26 Clause 2.)

In accordance with an agreement made \_\_\_\_\_ between the Admiralty and the Naval Departments of Australia, Canada and New Zealand that :—

"When a court-martial has been ordered by a Dominion and a sufficient number of officers are not available in the Dominion Service at the time, the British Admiralty, if requested, will make the necessary arrangements to enable a Court to be formed. Provision will be made by Order of His Majesty in Council and by the Dominion Governments respectively to define the conditions under which officers of the different services are to sit on joint courts-martial."

The following instructions have been drawn up for the guidance of Commanders-in-Chief and Officers commanding His Majesty's Ships :—

Where a court-martial is ordered to take place when Dominion Vessels are present, by virtue of the Act 1 and 2 Geo. 5, cap. 47, entitled the Naval Discipline (Dominion Naval Forces) Act, 1911, their officers are eligible and bound to sit according to their seniority on the Court-Martial whether the accused belongs to the Royal Navy or to a Dominion Naval Force. (N.L. 10271/22.)

I.—WHERE ACCUSED PERSONS BELONGING TO THE ROYAL NAVY ARE CONCERNED.

The usual procedure is to be followed except that it may be that one or more officers of the Court will belong to the Dominion force. Commanders-in-Chief are therefore to consider this possibility in selecting the President of any Court, but are not to take steps in ordinary cases which would have the effect of excluding officers of the Dominion force who may be "present at the place where the Court-Martial is held."

The Commander-in-Chief or Officer in Command of the Dominion force will be provided by the Admiralty with a warrant authorising him to order Courts-Martial when necessary on Officers and men of the Royal Navy, and he will accordingly follow the usual procedure (as indicated above).

II.—WHERE OFFENDERS BELONGING TO THE DOMINION NAVAL FORCES ARE CONCERNED.

(A) Courts-Martial.

1. Where vessels of the Dominion force are attached to a fleet or squadron of the Royal Navy or are temporarily under the orders of an officer of the Royal Navy, or are in company with any of His Majesty's Ships—

(a) No Court-Martial should be ordered unless the officer ordering it is either in possession of a warrant issued by the proper authority of the Dominion in whose service the accused is, or is expressly authorised by the legislation of the Dominion to order Courts-Martial. The warrant to the President should state that it is issued in exercise of the power so conferred.

(b) It is desirable, but not essential, that one officer at least belonging to the same force as the offender should sit as a member of the Court-Martial. When possible the President should be selected from that force.

(c) At the conclusion of the Court-Martial the minutes should be sent by the Convening Authority to the Minister of the Dominion, and a copy forwarded to the Admiralty for information.

(d) Where detention or any greater punishment is awarded by the Court-Martial the offender is to be dealt with in all respects as if he belonged to the Royal Navy, except that if, as is generally desirable, it is intended that he should serve his sentence in the Dominion arrangements should be made for the issue of a Warrant for his detention or imprisonment by the proper authority on his arrival in the Dominion to which he belongs. If dismissed from the Service he is entitled to a free passage to a port of the Dominion to which he belongs.

(e) In the case of offenders sentenced to be dismissed from His Majesty's Service with or without disgrace the offender is to be sent by the first Government opportunity to the Dominion to which he belongs.

2. Where officers and men of the Dominion Naval Force are borne on one of the ships of the Royal Navy—

(a) Offenders belonging to the Dominion Forces borne on the books of a ship of the Royal Navy are subject to the Naval Discipline Act and King's Regulations and Admiralty Instructions in the ordinary way; but the instructions contained in 1 (b) and (c) should be followed in their cases.

## APP. XXII.—NAVAL DISCIPLINE ACT—DOMINION NAVIES.

(b) The Convening Authority should issue the warrant for imprisonment in respect of which the routine usual in the case of offenders belonging to the Royal Navy should be followed.

(c) In the case of an offender sentenced to dismissal from His Majesty's Service either at once or at the expiration of a term of imprisonment he is entitled to a free passage to a port of the Dominion to which he belongs.

### (B) *Summary Punishments.*

1. In the case of men borne on the books of a ship of the Royal Navy the ordinary routine is to be followed.

2. In the case of men borne on the books of a ship provided and maintained by the Dominion attached to a fleet or squadron of the Royal Navy or are temporarily under the orders of an officer of the Royal Navy, the provisions of Art. 770 are to apply, it being left, however, to the Commanding Officer of the Dominion ship to carry out the sentence. When any cases are referred by the Commanding Officer to his Senior Officer for approval under Sections II., V., VI., and VII. of Chapter XIX., and under Chapter XXI. of the King's Regulations, the latter Officer is to seek to be guided by the practice of the Dominion in coming to a decision.

3. Commanders-in-Chief of the Royal Navy are not in any case to exercise with regard to subordinate officers the powers conferred by Section 57 of the Naval Discipline Act. In cases where—if the offender belonged to the Royal Navy—the Commander-in-Chief would have acted under the powers conferred by that section, he is to send a confidential report in writing of the circumstances to the Minister of the Dominion requesting him to take such steps in the case as he may be advised.

### (C) *Relations in Time of War.*

In time of War, when Dominion ships and men have been placed at the disposal of the Admiralty, the Naval Discipline Act applies exactly in the same manner as to the officers and men of the Royal Navy, and the usual routine is to be followed without any modification.

---

## INDEX.

*NOTE.—Articles and Appendices are printed in heavy type, Clauses of Articles and Parts of Appendices in lighter type within brackets.*

## A.

	ART., &c.
Abbreviations—list of . . . . .	pages xv-xvi (Vol. I.) and pages 8-9 (Vol. II.)
<b>Ability in Rating—</b>	
assessment and record of . . . . .	831 (1-9)
“Ex,” “Supr.,” “Sat.”—instructions for award of . . . . .	831 (5-8)
ledger—notation in . . . . .	1563 (1)
terms used and definition . . . . .	831 (2), (3)
<b>Able Seaman—</b>	
gunnery and torpedo history sheet, for . . . . .	833 (1)
promotion of . . . . .	381-2
wages, prize shares, qualifications, allowances, &c. . . . .	App. XV.
<b>Abroad—</b>	
coal, oil and fresh provisions—book of sources of supply . . . . .	932
coal—purchase of . . . . .	932
coal supply—contracts for and inspection of . . . . .	931
defects—procedure for repair of . . . . .	1093
deserters absent more than two years—regulations for rewards . . . . .	807 (2)
engagements—renewal of . . . . .	870
leave to men from ships paying off after service abroad . . . . .	872 (1), (2)
marines, time-expired—detention of . . . . .	1175
men unfit or incompetent on paying-off—disposal . . . . .	1125 (3)
merchant vessels—protection on outbreak of war . . . . .	1051
non-continuous service men remaining—procedure . . . . .	365 (2)
officers returning from—leave to . . . . .	870
officers serving—leave . . . . .	869
paying off—examination and disposal of cash book, cash account, and vouchers on . . . . .	1133
paying off—recommendation of petty officers and men for advancement on . . . . .	378 (5)
permission to travel . . . . .	867
ship returning from—disposal of postal orders and stamps . . . . .	1640 (16)
special service men—arrangements for sending home . . . . .	369 (3)
time-expired men—passage or retention . . . . .	369 (2-6)
time-expired men remaining . . . . .	371
vacancies for non-commissioned officers, R.M. . . . .	1141
<b>Absence from Place of Duty—punishments for . . . . .</b>	<b>792-793a</b>
<b>Absence from Ship (General)—</b>	
allowance in lieu of provisions, fuel, and lights during . . . . .	1517
lodging and subsistence allowance during . . . . .	1506
pay while absent on duty, sick, or in hospital . . . . .	1609 (6-8)
return of officers and men on special active service . . . . .	1571 (2)
Ship's Steward or 2nd Ship's Steward—Victualling Store allowance . . . . .	1455 (4)
<b>Absence from Ship (Officers)—</b>	
Accountant Officer—additional pay to junior acting for . . . . .	1394
Captain, Executive Officer and officers generally, at night . . . . .	727
Captain—powers and responsibilities of next in command . . . . .	173 (2)
Chaplain—arrangements for Divine Service and morning prayers . . . . .	709 (c)
Commander-in-Chief abroad—procedure . . . . .	204-5
Commander-in-Chief, home port or of Home Fleets . . . . .	203
Engineer Officer—duties during . . . . .	975
Midshipman on detached duty—private allowance of . . . . .	1422 (7)
officers temporarily employed on special duty—pay of . . . . .	1800 (5), 1611 (5)
ship about to sail—report . . . . .	596
<b>Absence from the Service—five years—effect upon good conduct badges . . . . .</b>	<b>741 (2), 744</b>

<b>Absence without Leave—</b>	ART., &c.
aiding or abetting—arrest and penalty for . . . . .	786
allotments—suspension of . . . . .	1625
charges on account of—entry in ledger . . . . .	1577
check—every effort to be made to . . . . .	804 (1)
detention or imprisonment for—maximum period . . . . .	768 (1)
involuntary—man not to be punished for . . . . .	881
officers—forfeiture of pay . . . . .	1360a
punishments for . . . . .	786-7, 792-3a
<b>Absentees—</b>	
arrest by civil power—cessation of absence without leave on . . . . .	801 (3)
arrest—procedure . . . . .	804
charges against wages . . . . .	808
charges against wages—entry in ledger . . . . .	1577
circumstances to govern treatment as . . . . .	801 (2)
clothes and effects of—disposal when ship under sailing orders . . . . .	806 (5)
collecting by regulating or other ratings . . . . .	810
concealing, employing, &c.—penalty . . . . .	803
descriptions—circulation of . . . . .	804 (1)
detention or imprisonment—maximum period of . . . . .	768 (1)
effects—charge of . . . . .	818 (3)
expenses of apprehension—payment of . . . . .	808
extra pay for collecting . . . . .	810, 1484
false confession—penalty . . . . .	804 (6)
from general musters . . . . .	819 (1)
from other ships, Army, Royal Marines, Militia or Territorial Army—procedure . . . . .	809
from ship under sailing orders—procedure . . . . .	806
illness on leave—men or boys fit to travel . . . . .	1331r (2)
investigation of case dealt with summarily . . . . .	804 (7)
involuntarily—not to be punished . . . . .	881
naval ratings apprehending—reward . . . . .	807 (2)
punishment—points to be considered when awarding . . . . .	754 (4)
punishments for . . . . .	786-7, 792-3
punishment unsuited to . . . . .	780 (1)
reward for apprehension . . . . .	807
rewards and expense of apprehension—charge against wages . . . . .	808 (5)
“Run”—marking or removal of . . . . .	802 (1-3a)
ship sailed—procedure . . . . .	791
travelling expenses—recovery of . . . . .	1510
virtualling on recovery . . . . .	1682 (2 (h))
<b>Abusive Language—</b> forbidden . . . . .	6
<b>Accident to Officer or Man—</b>	
all casualties to be reported by telegraph to Admiralty . . . . .	575 (4)
coal sacks with mild steel buckets—precautions . . . . .	929 (8)
death from—report of particulars . . . . .	1296 (2)
injuries or insanity caused by—pay in case of . . . . .	1353
injuries sustained in—report to Medical Director-General . . . . .	1288
injury by—issue of hurt certificate for . . . . .	1318
officers on leave sustaining—expenses of treatment for . . . . .	1246 (4), (5)
record in log . . . . .	1025 (3)
serious—investigation by court of inquiry, &c. . . . .	576
<b>Accident to Ship, Machinery, &amp;c.—</b>	
Engineer Officer to attend to engine-room on occurrence of . . . . .	955
gun—record of . . . . .	639
guns, mountings, torpedoes, small arms, projectiles, paravanes, depth charges, and mines—reports, &c. . . . .	895
planking of sheathed ship—repair and report . . . . .	1081
precautions to be taken by officer of the watch . . . . .	619 (3), (4)
preservation of defective parts . . . . .	568 (2)
record in log . . . . .	1025 (3)
serious to ship—inquiry and report . . . . .	568 (2)
ship docking, undocking, or in dock—precautions . . . . .	1104, 1105 (3)
ship not under command through—lights to be carried by . . . . .	1041 (4)
ship not under command through—sound signals in fog, snow, &c. . . . .	1041 (15)
ships—report of . . . . .	438
stores, lost through—notation . . . . .	619 (4)

<b>Accommodation—</b>		
improvised, ashore and afloat—report by Medical Officer	-	Art., &c. 554 (4a)
representations as to	-	11
<b>Accountant Branch Officers</b>	-	168
allowances to	-	App. I.
good service pensions	-	1922, 1926 (3)
instruction of junior	-	1338 (2)
junior service—counting of	-	249 (4), 250-1
promotion—qualifications and examinations for	-	290-7
relative rank with other branches and army officers	-	219
reports upon	-	1338 (3), 1851 (5)
rowing and sailing boats—instruction	-	335 (2)
senior service—commencement of	-	251
seniority not affected by service as Secretary	-	249 (2)
service, how calculated	-	pages xiii-xiv (Vol. I.) and 7-8 (Vol. II.)
small arms—instruction in	-	335 (1)
time—counting of	-	249-50
<b>Accountant Branch—titles—note as to revision</b>	-	page 9 (Vol. II.)
<b>Accountant-General—meaning of the term</b>	-	page xiii (Vol. I.)
<b>Accountant Officer, The—</b>		
absence—additional pay to junior during	-	1394
absence—charge of duties during	-	1342
advance to marines on discharge from service	-	1171 (5), (6)
advance to officers' messes	-	841
advance to officer or man for travelling	-	1508
allowance for entertainment of master or mate of wrecked ship—payment of	-	1556
allowance for entertainment of passengers—recovery of	-	1554
articles in charge of—control of issue or disposal	-	1332 (2)
audit of mess and wine accounts	-	846
balance on supersession, relief, or paying off at home—transfer	-	588 (6)
banking	-	1649
bedding and mess utensils for troops—demand and accounting for	-	1217
books and returns—opening, keeping and rendering of	-	1561
cabin for	-	850 (2)
canteen bills—payment of	-	856 (8)
canteen committee—to be honorary secretary and treasurer of	-	856 (2)
canteen on ordinary service system—manager of	-	857 (1)
canteen money—custody, &c., of	-	856 (11)
cash and cash accounts	-	1637-81
clothing—duties in regard to	-	1743
commission to consult upon local purchases	-	1772 (f)
conduct sheet—initialling	-	826 (6)
correspondence on routine matters	-	1864a
court-martial witnesses—refund of expenses	-	873 (2)
death or removal—arrangements on	-	1342-5
death or removal—survey on public money and stores	-	594
definition of the term	-	page xii (Vol. I.)
deserters and absentees—rewards and expenses	-	808 (5-7), 810 (2), (3)
duties generally	-	1332-45
effects of deceased officer or man	-	1631
freight on treasure—procedure in regard to	-	607
inspection of mess utensils	-	1754 (2)
ledger—instructions for keeping, rendering, &c.	-	1561-92
local purchases paid for by	-	1772 (f-h)
marines' clothing—demands for casual issues	-	1165 (3)
marines' clothing—receipt, custody and issue of	-	1164 (8) (9)
marines' greatcoats—charge against man for loss or neglect	-	1165 (2)
marines on discharge—gratuity or advance of pension to	-	1171 (5), (6)
medical comforts—accounting for	-	1293
messes—settlement of debts owing to and by	-	847 (2-4), 848
messaging allowance for pilots—payment of	-	1545
messaging allowances, &c.—settlement, disposal of balance, and monthly statement of	-	1699 (4), (5)
money—disbursements of	-	1651-63

**Accountant Officer, The—continued.**

	ART., &c.
money—obtaining supplies of . . . . .	1337-48
Naval Courts—payment of expenses of . . . . .	706 (2)
officers' messing contribution—recovery of . . . . .	1536
pay tickets—use, disposal, &c., of . . . . .	1599-1601
paying off—accounts to be rendered . . . . .	1760 (3)
Paymaster Lieutenant and Paymaster Sub-Lieutenant responsible for duties of appointment . . . . .	228 (5)
payment of extra pay by—instructions for . . . . .	1491 (5-10)
payments, exceptional—recovery if disallowed . . . . .	1853 (4), (5)
payments for local purchases of stores, &c. . . . .	1781-84
payments—personal responsibilities in connection with . . . . .	1602 (2)
payments—procedure in regard to . . . . .	1602-11
pilot engaged for lengthened service—payments to . . . . .	999
pilot—payment of . . . . .	997 (4)
pilot to pay in cash for supplies . . . . .	1747
postage unpaid—recovery, &c., of . . . . .	582 (3)
prisoners—payment for removal and subsistence . . . . .	774 (2)
prizes—expenses of sending in—advance to Captain . . . . .	1876, 1878
provisions issued to troops for shore consumption—accounting for . . . . .	1222
purchases certified by . . . . .	1785
ratings under control of . . . . .	1340
religious denominations—return of . . . . .	1856
remittances . . . . .	1650
returns to be rendered—weekly and monthly . . . . .	1593-7
ship's fund or canteen money—balance of . . . . .	858 (4)
shipwrecked, &c.—purchase of provisions or clothing . . . . .	616 (2)
shore establishment—pay, allowances, and accounts of persons in . . . . .	1591
sick allowance to men—payment of . . . . .	880 (4-6)
sick list and sick mess—information as to . . . . .	1272
spirit and provisions—attendance at issue of . . . . .	1735 (2)
spirit stoppages—procedure . . . . .	821 (2), 1272 (2)
stationery—arrangements as to . . . . .	1817a (7-9)
stationery—supply to Chaplain for use in schools . . . . .	1817a (12)
stores supplied to or received from War Department—Settle- ment of claims for . . . . .	1814
supersession—abstract cash account rendered upon . . . . .	1678
supersession—accounts to be rendered . . . . .	1760 (3)
supersession—action on . . . . .	588 (1)
supersession—balance of advance of stationery allowance on . . . . .	1656
supersession—balancing and verification of cash, &c. . . . .	1668
supersession—disposal of bill book upon . . . . .	1637
supersession—postal order return to be rendered on . . . . .	1640 (11)
supersession—procedure as to banking account . . . . .	1649 (14)
supersession—rendering of savings bank accounts . . . . .	1636 (2-4)
supersession—reports to be forwarded on . . . . .	1341
supersession—statement of periodical payments to successor . . . . .	1663
supersession—voucher series on . . . . .	1675 (4)
supersession—vouchers for savings of provisions . . . . .	1655 (7)
transfer lists—preparation, disposal, &c., of . . . . .	1598
travelling expense claims—payment of . . . . .	1509
unpaid postage—duties in regard to . . . . .	582 (3)
virtualling accounts—instructions for keeping . . . . .	1757-68
virtualling duties—responsibilities when borne for . . . . .	1332 (3)
virtualling stores returned to yard—procedure . . . . .	1748
virtualling and cookery courses . . . . .	335a

**Accountant Officer's Duties—**

allowance for charge of Accountant Officer's Stores and Accounts	1413
in ships not bearing an Accountant Officer . . . . .	1341a

**Accounts—**

abbreviations used in . . . . .	pages xv-xvi (Vol. I.) and pages 8-9 (Vol. II.)
Accountant Officer—procedure on death or removal of . . . . .	1342-45
Captain's responsibility for . . . . .	1341
certificates to accompany . . . . .	1866 (m)
closing—arrangements for . . . . .	450, 522
closing—disposal of officers borne for . . . . .	1129 (1)
closing—periods borne upon ship's books for . . . . .	1397

**accounts—continued.**

closing—provision, fuel and light allowance to officers borne for	1517 (4)	Art., &c.
correct rendering of	33	
correctness to be ascertained before signing	35	
deceased officer's—clearing of	1631 (1 (g))	
discharges or transfers—time for closing in case of	429	
dispensed with in time of war	34 (2), App. XVIII. (Pt. 1)	
entries and alterations in	1759	
false in connection with purchases—procedure	1776	
forms established for—adherence to	1844	
furnished to Admiralty by officers of ship—procedure	1864	
general instructions	1841-45	
inspections—production at	424 (6)	
medical—in vessels without a medical officer	1270 (2), (3)	
medicine and medical stores	1275-8	
officers suspended from civil establishments abroad—procedure	460 (5)	
pay accounts	1561-1636	
paying off—disposal on	1123, 1860	
rendering of	1841	
rendering of—responsibility for	1332 (1)	
repairs at private yards	1098	
schedule—disposal of counterparts on paying off	1846 (2)	
ship wrecked—salvage and disposal of	616	
ships—to be rendered from	App. XVIII. (Pt. 1)	
sick quarters not in charge of a resident medical officer	1280	
signature in attestation of correctness	1845	
signing of, before leaving ship	35	
stores sold—rendering for	1787	
Surgeon-Rear Admiral's—how forwarded	1262	
transmission into office	1874	
valuating	1757-68	
war—modified procedure in time of	34 (2)	

App. XVIII. (Pt. 1), App. XIX.

**Accoutrements—Royal Marine—**

charge and responsibility for	1162 (1)	
discharge, death, or desertion—certificate on	1164 (15), (16)	
disposal when sent to hospital	1168	
losses of or damage to	1162 (1-4)	
replacement when lost	1164 (14)	
return to headquarters	1162 (1), 1164 (13)	
storeroom for and charge of	1169	
supplies and returns on Mediterranean Station	1166 (1)	

**Accused Persons—**

arrest and safe custody of	722	
arrest and trial by civil power	811-13	
arrest on shore under Naval Discipline Act	608	
brought before officer—removal of hat or cap	148 (3)	
charge of	816 (3)	
charges against wages to be considered when dealing with	754 (4)	
Court of Inquiry—caution when about to make a statement	703 (9)	
Court of Inquiry—presence and assistance at	703 (7), (8)	
Court of Inquiry—questions by or statement at	703 (4), (9)	
drunken men—as to arrest by patrol	815 (3)	
excited or drunken men—altercations with	754 (5)	
in arrest—not taken out of ship or hospital on civil process	813 (2-4)	
in military detention barrack—procedure	730, 754 (2)	
invalided or discharged while waiting trial—adjustment of pay	1362 (3)	
list to Executive Officer	816 (2)	
naval custody—rules as to those in	732-3	
noisy or violent—confinement of	756 (d)	
passage—rules while on	732	
release in case of fire	816 (5)	
sick—alternative procedure for dealing with	754 (2), (3)	
sick or in military detention barrack—procedure	730, 754 (2)	
statement by	754 (8)	
survey and disposal of unfit	722 (3-6)	
valuating of—while waiting disposal or on passage	1682 (g)	
waiting disposal—sent to hospital while	722 (3)	
waiting trial—how borne	1362 (1)	
warning at investigation in certain cases	754 (6)	



<b>Acids—</b>	ART., &c.
poisonous—precautions as to use of . . . . .	554 (5)
stowage of . . . . .	540 (21)
<b>Acknowledgments—</b>	
Admiralty letters and correspondence from Fleet abroad . . . . .	1865 (2)
sailing orders . . . . .	1868
<b>Acting Appointments (Officers generally)—</b>	
by whom to be made . . . . .	230, 231 (1)
cancellation of . . . . .	233
command in relation to promoted officers remaining in ship . . . . .	175
death of Commanding Officer in detached ship—assumed and made on . . . . .	232
non-military branches—how time counts in . . . . .	253
pay of superior rank—authority for . . . . .	1348-49
pay—date of commencement of higher . . . . .	1347 (1)
rank and command in—order of . . . . .	172 (1)
ranks for which authorised . . . . .	231 (1)
salutes and honours to those holding . . . . .	72
shore vacancies—of Fleet Officers in . . . . .	458
time in—counting of . . . . .	244-53
vacancy caused by promotion—ordered by Commander-in-Chief in . . . . .	184 (4)
when to be made . . . . .	231 (1)
<b>Acting Ranks, R.M.—</b>	
pension—counting of time for . . . . .	1203
<b>Acting Ratings—</b>	
advancement to . . . . .	376 (5)
disrating or reversion . . . . .	776 (1a)
pay . . . . .	1431
<b>Action with Enemy—</b>	
chronometers when preparing for—safety of . . . . .	1011
clearing for—duties of medical officers on . . . . .	1295
compasses—care of, when preparing for battle . . . . .	1007
conduct of ships in—observation and report of . . . . .	520
co-operation of all ships during—steps to ensure . . . . .	520
Dental Officer's duties . . . . .	1331a (5)
distinguished service of supplementary lieutenant in—promotion for . . . . .	286 (4)
ensigns—display of . . . . .	120a (2)
exemplary conduct of man in—award of good conduct medal . . . . .	750 (6)
expenditure of ammunition—survey to ascertain . . . . .	633
Flag Officer or Commodore killed—procedure . . . . .	201
gallantry by marines in—medals and annuities for . . . . .	1193-4
gallantry by marines in—Royal Bounty for . . . . .	1206 (2)
gallantry during—medal for conspicuous . . . . .	159
gallantry of Commander in—promotion for . . . . .	265 (2)
gallantry of commissioned warrant or warrant officer—promotion for . . . . .	299 (4), (5)
gallantry of Lieutenant in—promotion for . . . . .	266 (2)
gunnery stores required in—stowage of . . . . .	900 (2)
junior Flag Officer or Commodore killed—procedure . . . . .	202
Lieutenant during—responsibilities of . . . . .	618
losses by officers and men in—compensation for . . . . .	1559
men killed, &c., in—pensions and allowances to widows and children . . . . .	2016
mistakes or negligence of ships during—action when observed . . . . .	519-20
Officer commanding fleet or squadron disabled—procedure . . . . .	200
officer killed in—awards to widow and children . . . . .	1998-7
officer killed in—pension to mother or sisters . . . . .	2006-8
preparation for—responsibility of Officer of the Watch . . . . .	619 (4)
preparedness for—general instructions . . . . .	528
preparedness for—report upon inspection, as to . . . . .	424 (12-14)
Surgeon Lieut.—Commander—promotion for gallantry . . . . .	286 (2)
Surgeon-Lieuts. promoted for gallantry in . . . . .	287 (3)
Surgeons temporarily employed, killed in—pensions, &c., to relatives . . . . .	App. XII.
water-tight doors during—precautions . . . . .	543 (1)

# Index.

# Ac-Ad

<b>Active Service—</b>	ART., &c.
Coast Guard men unfit—discharge . . . . .	404 (4)
officers unfit for—powers of Admiralty in regard to . . . . .	725
<b>lots of Parliament—marine service—supply to Captains of ships . . . . .</b>	<b>1154</b>
<b>"Additional" on Ship's Books—</b>	
officers of Military Branch borne for special service as . . . . .	188
officers of Military Branch—rank and command . . . . .	189
officers of non-military branches—rank and command . . . . .	190
persons borne as—rank and command . . . . .	190
<b>Addresses—</b>	
commissioned officers from warrant rank and warrant officers	
discharged from ship abroad—record in case of . . . . .	412 (2)
medical officers to report . . . . .	1819
officers on discharge from ship . . . . .	412
officers on leave—notation when transferred to general dépôt . . . . .	1598 (5)
officers on leave—report of change . . . . .	412 (3), 866
relatives or friends of men—verification . . . . .	829 (13)
<b>Administrator—Colonial—</b>	
definition of term . . . . .	99 (7)
flag—flying of . . . . .	115-6
salute, particulars of . . . . .	69 (III)
visits of ceremony—interchange of . . . . .	99
<b>Admiral—</b>	
flag—distinguishing . . . . .	103
flag—when displaced by other flag, &c. . . . .	111
foreign—salute . . . . .	76
honorary—flying of flag and salute . . . . .	224 (2)
honours and marks of respect accorded to . . . . .	181
qualifications for rank of . . . . .	261, 264
rank and command—order of . . . . .	169, 172, 192
salute—particulars of . . . . .	69 (XV)
visits of ceremony—interchange with foreign naval officers . . . . .	96
<b>Admiral of the Fleet—</b>	
Captain of the Fleet appointed to assist . . . . .	225
flag—distinguishing . . . . .	102
foreign—salute . . . . .	76
honorary—flying of flag and salute . . . . .	224 (2)
honours and marks of respect to . . . . .	181
promotion to—commission required . . . . .	223 (1)
qualifications for . . . . .	259, 264
rank and command—order of . . . . .	169, 172, 192
salute—particulars of . . . . .	69 (XIV)
Vice or Rear-Admiral of the United Kingdom—ineligible for appointment as . . . . .	260
<b>Admiral Superintendent—</b>	
duties in absence of port Commander-in-Chief . . . . .	513 (3)
transfer of command to successor—flying of flags . . . . .	206
<b>Admiralty—</b>	
"Admiralty letter"—definition of . . . . .	1867
appeal to—officers' right to . . . . .	7
Board of—flag to be flown when embarked . . . . .	101
Board of—maximum period of service on . . . . .	243 (1)
communications, &c., intended for—how addressed by junior	
Flag Officers or others . . . . .	1863-4
correspondence, returns, packages, &c., for—general instructions	1865-6
definition of the term . . . . .	page xi
engineering appointments at—selection, &c., for . . . . .	326 (5), (6)
First Lord—Salute . . . . .	69 (XIII.)
fleet orders issue . . . . .	1861 (1)
information as to important occurrences at home ports . . . . .	507
Lords Commissioners—salute . . . . .	69 (XI.)
officers serving at—pay and allowances . . . . .	App. I. (Pt. IV.)
officers serving at—recommendations for promotion . . . . .	515 (6)
orders or letters from—acknowledgment . . . . .	1863, 1865 (2)

	ART., &c.
<b>Admiralty Flag—</b>	
hoisted—displacement of other flag or pendant	111 (1)
salute by foreign ships—return of	92 (5), 93
salutes—non-return of	93
<b>Admiralty Manual of Navigation—to be regarded as standard</b>	979 (3)
<b>Admiralty Orders—ship's copy—correction of</b>	571
<b>Advances—</b>	
allowance for entertainment of passengers	1557
losses in action, by fire, &c.—on account of	1559 (8)
messes—on formation of	841
officers on joining—entry in ledger	1577
on appointment	1607
passage of officers—bills of exchange for	1528
passage of officers in foreign merchant ships—for expenses of	1518 (5)
passage—to officers for	1527
pay and leave allowance to men going on leave	App. III. (Pt. III.)
pension—to marines on discharge from the Service	1171 (5), (6)
pilots—notation on certificate	997 (3)
prize cases—to Captain for legal proceedings in	1876-7
sick mess—to Medical Officer for	1274
travelling expenses—to officers or men for	1508
<b>Advice—method of obtaining to be explained on entry</b>	361
<b>Africa, Natives of—</b>	
bedding—loan of marked	1739 (4)
death on board H.M. ship—pay account on	1631 (4)
<b>Africa Stations—</b>	
men of S. Africa serving on—leave	872 (3a)
<b>Age (Men)—</b>	
determined by date of birth given on entry	355
documentary evidence on entry—disposal	364 (2)
for compulsory discharge from Service	1946 (5)
man's rating—for entry in	353
pension purposes—how reckoned for	1969
pensionable service—for commencement of	1934 (2), (3)
pensioners—for discharge from Service of	1952 (6)
retirement—when compulsory	1942
<b>Age Pensions (Men)</b>	1961
marines—from Greenwich Hospital funds	1195 (2)
marines with deferred pensions ineligible for	1211 (4)
<b>Agent—fraud, neglect, &amp;c., by, to be reported</b>	15
<b>Agent and Consul General—</b>	
relative rank with naval officers	98 (a)
salute—particulars of	69 (VIII.)
<b>Agent—British—salutes in India</b>	55 (1), 60
<b>Agent—Ship's—Appointment of</b>	1065
<b>Aide de Camp—</b>	
first and principal naval—allowance to	App. I. (Pt. I.)
first and principal naval—pensions	1922 (4)
travelling expenses	1496 (2)
<b>Aiguillettes—</b>	
losses—compensation for	App. VIII. (Note 1)
Principal Medical Officer of a fleet to wear	1264
<b>Air—analysis</b>	1286 (2), (3)
<b>Air Bottles—</b>	
responsibility for	901 (3a), 948a
testing—Gunnery Lieutenant's responsibility for	900 (1 (aa))
<b>Air Compressors—repair by Engineer Officers</b>	888 (1)
<b>Aircraft—</b>	
arrangements for carrying—precautions to ensure secrecy	538 (3)
compasses—allowance for adjustment	1472 (4)
aircraft carriers—petrol and lubricating oils in	935 (d)

## Air Force—

disrating of ratings attached to	777 (6)
medical documents of personnel	1810 (11)
messing—Sergeant Majors, Class I	852
Officers and men admitted to naval hospitals	1248
Officers and men embarked for passage—discipline	1212-3
persons subject to—naval custody	1226a
Salutes	721
service in—counting towards naval pension	1943 (3-4a)
service in—on re-engagement to complete time for pension	863
service in—on re-entry after discharge by purchase	868 (3)
service in—on entry in R.N. time for badges	748
service in—Royal Marines reckoning towards G.C. badges	1189
service in—Royal Marines counting towards pension	1204
Summary punishments for Aircraftmen	752-3, App. XX.

## Air Pressures—use of—for attainment of authorised power with

natural draught	915 (3)
-----------------	---------

## Albert Medal—

notation on service certificate	830
recommendations for	611
rules and ordinances	157

## Alien—

marriage with—report to Admiralty	418, 715a
-----------------------------------	-----------

## Allotment Lists—rendering of—on commissioning

	506
--	-----

## Allotments

authorities for issuing payment	1617a-26
communications regarding—addresses	1618
compulsory	1626
death, desertion, or discharge of allottee—procedure	1619
extracts—preparation and rendering	1578, 1624
insanity of allottee—action in case of	1597
interned officers and men	1621
invaliding—stoppage on	1635 (d) & (h)
ledger—instructions for abatement on	1624 (9)
ledger—notation in	1578
marines afloat	1577
marines discharged to Headquarters, &c.—procedure	1145
marines embarking	1624 (7)
marines—to savings banks at Headquarters	1618 (g)
maximum rates	1618 (h)
men in debt, awaiting trial, sentenced to detention, &c.	1618 (3)
	1618 (3f), App. III.
	(Pt. II. E.)

men lent to navigate merchant ships	618
minimum to qualify for marriage allowance	App. III. (Pt. IIc)
mobilisation—declaration on	1618a
Naval Discipline Act, Sect. 98a—procedure	App. III. (Pt. IId)
pay tickets—notation on	1599 (5)
payment—methods of	1620
payment—rules as to	1619a
prisoners of war or interned officers or men	1635 (d), (h)
reduction in pay—effect of	1618 (i)
seamen and marines—maximum	1618 (3)
shore appointments—of persons serving in	1591
stoppage by Admiralty	1622
stoppage, reduction or transfer	1623
stoppage of	1622-1624
stoppage to be discouraged in certain cases	1618 (2)
supernumeraries on passage—stoppage, &c.	1623
telegrams—use to notify stoppage, &c.	1625 (2)
transfer to another ship, depot, establishment, &c.	1598 (7)
trustee appointed by Admiralty in certain cases	1622
wives, families, and near relatives of men—in favour of	1618 (2), 1619

## Allowances Generally

allotment of	1365-72
assignment, &c., is void	1617a-1626
broken periods—how calculated for	1363
classification of ships in respect of	1365 (4)
	32 (1)

<b>Allowances Generally—continued.</b>	ART. &c.
deceased officer or man—arrear due to	1631 (1) (j)
deductions and forfeitures—responsibility for making	1602 (2)
deductions for losses, damage, &c.	1373
desertion—forfeiture by or restoration after	1361 (1), (2)
foreign literature—for purchase of	344
funeral expenses—towards	1250 (1), 1251 (1)
passengers, &c., in H.M. Ships—for entertainment of	1537-58
remaining unclaimed—forfeiture	1364
responsibility for credits of	1602 (2)
scales, periods of payment, calculation, &c.	1365, App. I. & XV.
shore appointments—of persons serving in	1591
stoppage—authority for	1365 (3)
<b>Allowances Generally (Officers)</b>	1401-22
accountant officer's stores and accounts—charge of	1413
alteration—authority required for	1366
ashore with land forces—how regulated when serving	220
Chaplain—payable to	660
Commodore, Second Class—in addition to table money	1357
Commodore, Second Class—to Captain temporarily assuming rank of	1388
Flag Officers and Commodores—payable to	1379-90, App. I
Flag Officers attending courses	317 (2), (3), 318, 319 (2), 320
Flag Officers transferring command to successor	1386
French or German—for instruction of junior officers in	342
gunnery course—when attending	320 (2)
interpreters	341 (3)
interpreters in Oriental languages	346
marine officers	App. I. (Pt. II.)
marine officers employed on special duties	1176-7
naval officers	App. I. (Pts. I. III. and IV.)
Oriental languages—to interpreters in	346
Payment of—procedure	1603
pensioned, retired, &c., officers called out	191 (1), (3)
period for which payable	1401 (3)
provisions, fuel and light—in lieu of	App. IV.
record of	1562 (2)
scales, periods of payment, calculation, &c.	1365, App. I.
servants—in lieu of	1390, App. V.
Shipwright Lieut.-Commanders, Shipwright Lieutenants, Commissioned Shipwrights, and Warrant Shipwrights on foreign service leave	1398 (9)
signal course—when attending	318
stores—for charge of	App. VII.
torpedo course—when attending	319 (2)
transport service officers	App. VI.
war course—when attending	317 (2), (3)
<b>Allowances Generally (Men)</b>	1436-63, App. XV. (Pt. III.)
Chief Yeomen of Signals and C.P.O. Telegraphists—allowance to half the number of	1463, App. XV. (Pt. III.) (75) (d) and (85) (a)
forfeiture on dismissal with disgrace	758 (1)
forfeiture or stoppage for misconduct—limitation of	756 (e)
marines employed on special duties	1178-9
mulcts for leave breaking—inclusion in calculation of	793 (6), (8)
non-substantive ratings—attaching to	App. XV. (Pt. III.)
provisions, fuel and lights—in lieu of	App. IV.
record of	1562 (2)
representations as to	11
scales, periods of payment, calculation, &c.	1365, App. XV.
second class for conduct—no deduction when in	780 (4)
ship undergoing trials—payable for certain duties in	1462
<b>Allowances to Children—</b>	
men of the Royal Navy, Royal Marines or Royal Naval Reserve	2014, 2016
—on death of	1978, 1998-
officers resigned, retired or killed on service—on death of	2005

# Index.

# Al—An

	ART., &c.
<b>Alterations and Additions</b>	1091-1101
applications after commissioning—avoidance of	523 (3)
approved but not carried out—lists of	1094 (13)
authorised—information to captain on appointment	523 (2)
Captain of the Dockyard visiting ship to report on	1060
Captain on appointment—required by	523 (2, 3)
civil establishments abroad without Superintendents—procedure	
when required at	460 (3)
completed by dockyard—inspection after	1097
items which could be deferred	1094 (15)
lists of	1094 (1-4)
machinery—authority required	414
materials for making good by ships' artificers—demand for	1094 (8)
outstanding "approved" &c., items—lists	1094 (16), (17)
proposals for	566 (7)
ships at home ports—applications from	501
ship's establishment	1069 (1)
stores—authority for	414
stores supplied for making	1800 (5, 6)
<b>Ambassador—</b>	
flag flown when embarked	116 (2)
salute, particulars of	69 (V.)
salutes in India	55 (1), 57
<b>Ambulance Work—</b>	
inspections—enquiry to be made at	424 (16)
<b>Ammunition—</b>	
accidents, failures and defects—report of	534, 895
care of, and preservation of marking, &c.	891
cases opened—examination, &c., by gunner	629 (2)
charge and responsibility for	900 (1)
description and use of—instruction in	532 (2)
expenditure during quarter—care in regard to	883
expenditure in action—survey to ascertain	633
issued to detached parties—accounting for	635
materials in connection with—use of proper	638
minimum quantity retained on board	533 (2)
passage doors—precautions during action, &c.	543 (1)
practice expenditure	533 (1)
precautions to ensure secrecy of equipment, shells, &c.	538 (3)
private—stowage of	540 (16)
receipt and stowage of—care and responsibility for	627-8, 900 (2)
receipt or discharge of—precautions during	896 (8), (9)
reports on—particulars to be given in	895 (2)
ship returning home—retained on board	435 (2)
supply of—responsibility for arrangements	900 (2)
<b>Anchoring—</b>	
lights carried	1041 (11)
neutral port during war time—regulations to be observed in	492
precautions on, and particulars noted in log	983
preparation for	1019
record in log	1025 (3)
sound signals in fog, snow, &c.	1041 (15)
<b>Anchors—</b>	
bower—preparedness for laying out	643 (2)
breakage of—report to Admiralty	585
Captain's duties in regard to	533-6
cleared when approaching land, &c.	619 (3)
flukes—care of	1086
loss of—action on	568 (1), 584-5
recovering, when cable cut or slipped	584 (1)
screws for securing—measures for preservation	1829 (2)
security and readiness for use—responsibility of boatswain	643 (2)
weighing—record in log	1025 (3)
<b>Aneroid—supply, use, and record of observations</b>	1008
<b>Anti-flash Precautions—arrangements to ensure secrecy of</b>	538 (3)
<b>Anti-gas Apparatus—precautions to ensure secrecy</b>	538 (3)

	ART., &c.
<b>Anti-submarine Devices</b> —precautions to ensure secrecy	538 (3)
<b>Anti-submarine Duties</b> —	
non-specialist performing	1407c
specialist allowance for	1407
<b>Appeal</b> —	
officers' right to	7
procedure for making	8
<b>Appliances</b> —	
extempore—precautions as to use of	1069 (2)
<b>Applications</b> —	
Admiralty—how to be forwarded to	1864
collective, forbidden	11
<b>Appointment of Officers</b> —	223-36
abroad in shore establishments—passages of wives, families and servants	1526
acting—authority for pay of superior rank	1348-50
acting—by whom made	230, 231 (1)
acting—cancellation of	233
acting—command in relation to promoted officers remaining in ship	175
acting—commencement of higher rate of pay	1347 (1)
acting—counting of time in	244, 253
acting—in ships allowed alternative ranks	231 (1)
acting—in shore vacancies	458
acting—in vacancy caused by promotion	184 (4)
acting—in vacancy in complement	231, 233
acting—on death of Commanding Officer of detached ship	232-3
acting—rank and command	172 (1)
acting—ranks for which authorised	231 (1)
acting—salutes and honours to officers holding	72
acting time—how counted	244, 253
acting—when to be made	231 (1)
advances to Flag and other officers on	1607 (1-3), (6)
after dismissal from ship or invaliding	235
by Admiralty order	223 (3)
by Commander-in-Chief or his successor, when both present	230
by commission	223 (1)
by verbal or written order	223 (1)
by warrant	223 (2)
delays in taking up	1347 (2), (3)
expenses of taking up	1496 (2-6)
from half-pay—authority required	235
full pay—commencement of	1347
half-pay on taking up—payment of balance	2022
higher rate of pay—date of commencement	1392-3
notation in ledger	1567 (1), (2)
subordinate officer from ship at another port	1391
time to join on commissioning	1347 (2)
vacancies abroad, caused by war	236
waiting disposal—list of those to be borne on ship's books	229 (1), (2)
<b>Apprentice</b> —entry forbidden	353
<b>Arabic</b> —interpreter in—qualification, gratuity and allowance	346
<b>Arisings</b> —	
accounting for and disposal of	1093 (7)
alterations and additions by ship's artificers—how arisings dealt with	1094 (10)
<b>Armament</b> —	
accident to—report	534
boats—responsibility for readiness	900 (2)
change of	32 (3), (5)
change of—test of fittings on	443, 500
completeness and efficiency of	527

<b>Armament—continued.</b>	Art., &c
condition—preservation of . . . . .	1070
equipment—authority for . . . . .	82 (2)
information to Captain on appointment . . . . .	523 (1)
management—directions for . . . . .	382 (1)
reports on . . . . .	535
survey on paying off . . . . .	904
torpedo—duties of Torpedo Gunner . . . . .	642
warrant for, and receipt on board . . . . .	625 (1)
<b>Armament Machinery—</b>	
compressed air service—responsibility for . . . . .	946a
hydraulic service—responsibility for . . . . .	946a
<b>Arming—boats—exercise in . . . . .</b>	567 (1)
<b>Armlets—Regulating Branch—wearing by men temporarily employed in . . . . .</b>	815 (4)
<b>Armour—and protection against gun fire, &amp;c.—precautions to ensure secrecy . . . . .</b>	538 (3)
<b>Armoured Doors and Hatches—</b>	
charge, closing and examination of . . . . .	546 (1), (2), 957 (2)
closing at collision stations . . . . .	543 (4)
<b>Armourer—</b>	
repairs which cannot be dealt with by—execution of . . . . .	947 (1)
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. 1)
<b>Armourer Ratings Generally—</b>	
extra pay to seamen and marines employed as . . . . .	1480, 1491 (9)
paying off—disposal on . . . . .	1129
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I)
<b>Armourer's Assistant—</b>	
seamen and marines employed as . . . . .	1480
<b>Armourer's Work—</b>	
direction of—officer responsible for . . . . .	900 (1)
qualified in—pay for men who are . . . . .	1432 (4)
<b>Arms—</b>	
accident to—report . . . . .	534
changes in proportion on board ship . . . . .	32 (3)
condition—examination and report as to . . . . .	890
defective—exchange of . . . . .	890
demand for replacement—preparation of . . . . .	630 (2)
issued to detached parties—accounting for . . . . .	635
marines'—charge, &c., of . . . . .	1162-3
marines sent to hospital—disposal . . . . .	1168
marines'—supplies and returns on Mediterranean station . . . . .	1166 (1)
marines' sword-bayonets—sharpening of . . . . .	1162 (6)
near compasses—precautions . . . . .	1005
spare parts—inspection and care of . . . . .	636 (2)
<b>Army—</b>	
bedding and mess utensils for troops embarked . . . . .	1217
bedding for troops embarked—loan of marked . . . . .	1739 (5)
breakfast for troops before disembarkation . . . . .	1220
command on shore by naval officers . . . . .	25
courts-martial—expenses of witnesses attending . . . . .	1681
custody of soldiers before trial by military authority . . . . .	1213 (3)
deserters from—discovered in H.M. Ships . . . . .	609
deserters from—expenses of escort for . . . . .	1681
deserter from force affiliated to—entry in Navy or marines of . . . . .	1464-5
embarkation of troops as marines—pay, clothing, &c. . . . .	24
embarkation of troops for passage—discipline, messing, &c. . . . .	1212-22
entry in Navy from—time for badges . . . . .	748
fraudulent entry of naval deserter in—recoveries from pay . . . . .	1466
headquarters on warship or transport—flag flown . . . . .	117
marines enlisting in, after discharge by purchase . . . . .	1172 (3)
medical attendance upon troops embarked . . . . .	1218
messing allowance of troops embarked . . . . .	1699
offences of troops embarked . . . . .	1213 (2)
orders to troops embarked . . . . .	1213 (9), (10)
provisions issued for consumption on shore—accounting for . . . . .	1222



**Army—continued.**

ART., &amp;c.

punishments—award of summary	1213 (5), (6), (8), (11), App. XX.	
service counting towards marine pension		1204
service counting towards naval badges		748
service in—reckoning by marines		1189
service in—on re-engagement to complete time for pension		363 (2)
service in—on re-entry after discharge by purchase		368 (3)
sick or invalids from—as to embarkation		1218
stoking, coal trimming, &c.—employment on and extra pay for		1477
		1479, 1491 (9)
stores—landing and embarkation of		1226
supplies for—arrangement for sea-conveyance of		1224 (4)
supplies to or receipts from		1814-5
time in—counting towards naval pension		1943 (3-4a)
virtualing of troops in H.M. Ships		1683 (2)
<b>Army Act</b> —marines employed on land may be made subject to		1134
section 184A—conditions of application		25 (2)
<b>Army Council</b> —salute—particulars of		69 (XII.)
<b>Army Medical Officer</b> —representations to Captain of ship		1219
<b>Army Officers—</b>		
acting in higher posts—salutes and honours		72 (1)
arrest for offences on board H.M. Ships		1213 (2), (3)
assistance to—by Commander-in-Chief or senior officer		448
command of H.M. Ships not to be assumed by		25
embarked for passage—discipline, messing, &c.		1212-22
flag—where flown when embarked		111 (3)
funeral honours		150
honours and marks of respect to		138
messes to be joined by		1215
messing of family in H.M. Ships—recovery of contribution for		1542 (2)
messing while on passage in H.M. Ships		1548-9
passage in H.M. Ships—messing arrangements		1541
precedence when in command in the colonies		222
relative rank with naval officers		219
salutes by foreign ships—return of		92 (3)
salutes by naval ratings		147, 721
salutes in India		55 (1), 61 (3), 68
salutes—lowest rank entitled to		75
salutes—particulars of		69
saluting—flag hoisted while		95 (2), (3)
serving with naval officers ashore—rank and precedence		220
summary punishments—award when in command of troops on board		752 (1), 753 (3)
treatment in naval hospital—stoppages while under		1248
<b>Army Pensioners</b> —Greenwich special pensions—conditions as to grant of		1967
<b>Army Reserve Men</b> —entry in Royal Navy forbidden		354 (5)
<b>Arrest—</b>		
absentees by civil power—effect		801 (3)
Air Force officers and men embarked—order by Captain		1213 (2-3)
army officers and troops embarked—order by Captain		1213 (2), (3)
by civil power for debt—directions to Captain		813
by civil power on criminal charge—assistance		811 (1)
by civil power—procedure		812
by civil power while on leave		812 (3)
deserters, absentees, and leavebreakers—rewards for		807
deserters and absentees—procedure		804
deserters or absentees—expenses		808
deserters or absentees—reward for local arrest of		809
drunken men—by naval patrol		815 (3)
merchant ship after collision, &c.		573 (8)
offenders against Naval Discipline Act on shore—issue of warrant		608
offenders in hospital under		722 (3)
officer or man in—treatment of		722
officers—authority to order arrest when Captain absent		173 (2)
officers deserted—rewards for		807 (4)

## Index.

## Ar—Az

Arrival at Home—officers from abroad—report	Art., &c.	412 (1)
Articles—		
found in sea, &c.—disposal		1889a
taken out of ship improperly—check on		815 (5)
Articles of War—display and quarterly reading of		729
Artificer Apprentice—victualling arrangements		1682 (2), (d)
Artificer-Driver—		
attendance at diving operations		893 (3)
practice and pay		893 (4), (5)
qualification and re-qualification of		893 (1)
Artificers—lights used by—precautions		540 (3)
promotion to chief 2nd class		381-2
Artisan Branch Officers		168
relative rank with other branches and army officers		219
Artisan Ratings—		
advancement of		381-2
appointment of Divisional Carpenter, Coast Guard—eligibility for		404 (7)
charge and supervision of		647
disposal on paying off		1129
duty of—pay for performing		1432
negligent or unskilful—report		647
not to be employed on other than repairing duties more than is absolutely necessary		439 (2)
supernumerary—as to extra pay for		1468 (4), (5)
Artisans—employed at their trades—extra pay		1468 (3)
Artisan's work—		
pay for performing		1432
soldiers employed upon		1479, 1491 (9)
Ascension—marine officer in charge considered a superintendent		460
Asiatics—		
bedding—loan of marked		1739 (4)
death on board H.M. Ship—pay account on		1631 (4)
Assignments—pay, wages, bounty money, allowances, &c.		
—void		1363
prize or salvage money		1879a (5)
Assistant Constructor—		
messing and rank afloat		839 (3)
uniform and outfit—gratuity for		1419
Assistant Engineer—time counting as		248 (2)
Attaches—foreign order—permission to wear		162 (4) (d)
Attendance—officers to be constant in		3
Audit—		
cash accounts of civil and medical establishments abroad—		
local arrangements		459 (12), (14)
naval store ledgers in civil and medical establishments abroad		459 (17)
Australian Merchant Ship—red ensign with badge worn by		127 (2)
Australian Naval Force—flags, &c., worn by		122
rank and command of officers		191a
transfer to—allotments on		1598 (7)
Authority—		
abuse of—check on		720
Captain to uphold officers'		720
Auxiliary Machinery—removal of—precautions as to opening doors		543 (3)
Auxiliary Watch Certificate—notation on Stoker's history sheet		835 (2)
Azimuth Tables—		
supply for use of Midshipmen	App. X. (Pt. I., Sec. II. (12) )	

## B.

<b>Badges—</b>	ART., &c.
good conduct . . . . .	740-9, 779
good shooting . . . . .	1160, 1730
new entries—explanation to . . . . .	361
<b>Baggage—</b>	
compensation for loss of—circumstances in which not allowed . . . . .	1559 (4)
conveyed at public expense—scale . . . . .	App. IX.
Customs pass . . . . .	1888 (14)
expenses of conveyance by railway, &c. . . . .	1502
expenses of conveyance on appointment from or to half pay . . . . .	1496
Officers granted sick leave on relinquishing appointment or before taking up new appointment . . . . .	1496 (11)
troops embarked in H.M. Ships . . . . .	1214
<b>Ballast—iron—use in boats forbidden . . . . .</b>	1799
<b>Ballast Compartments—</b>	
admission of water ballast—report on . . . . .	619 (15)
filling, &c.—instructions to Shipwright Officer . . . . .	644 (3)
<b>Balls—Public—</b>	
carriage hire allowed in certain cases . . . . .	1657 (2)
fancy dress—uniform not to be worn at . . . . .	155 (3)
uniform—wearing of . . . . .	155 (2)
<b>Band—</b>	
ceremonial—supplies for . . . . .	1161 (1), 1368
instruments and accessories—supplies on Mediterranean Station . . . . .	1166 (1)
instruments—care of and accounting for . . . . .	1161 (3), 1163 (1)
instruments—charge of . . . . .	1162 (1)
instruments—losses of or damage to . . . . .	1161 (4), 1162 (1-4)
instruments, music, appurtenances, &c.—general instructions . . . . .	1161
instruments of marine sent to hospital . . . . .	1168
instruments—persons suffering from infectious diseases . . . . .	1161 (6)
instruments—return to headquarters . . . . .	1164 (13)
Ships and Establishments not allowed—supply of instruments to string—maintenance of . . . . .	1161 (2), 1161 (7), (8)
<b>Band Boys, R.M.—caning—summary award of . . . . .</b>	757, 799 (3)
leave for . . . . .	1148 (4)
<b>Band Fund—</b>	
balance and statement of account—verification of . . . . .	588 (2)
balance with Accountant Officer—record of . . . . .	1666 (4)
<b>Band Ranks, R.M.—</b>	
infectious disease—precautions in cases of . . . . .	1161 (6)
<b>Band Ratings (Non-Continuous Service)—</b>	
bedding—loan of marked . . . . .	1739 (3)
<b>Band Stands—supplies of . . . . .</b>	1368
<b>Bandsmen—wages, prize shares, qualifications, allowances, &amp;c. . . . .</b>	App. XV.
<b>Bank Balance—examination of certificate—directions for . . . . .</b>	583 (2)
<b>Bank Notes—</b>	
counting at periodical verification of cash balances—method of . . . . .	588 (2 (b))
record of . . . . .	1643
<b>Banking . . . . .</b>	1649
money for—officers authorised to receive . . . . .	1332 (4)
<b>Banks—payments made or allowed by . . . . .</b>	1660
<b>Bankruptcy—officers—report to Admiralty . . . . .</b>	16a
<b>Banns of Marriage . . . . .</b>	716-717
Captain, instructions to . . . . .	615
Chaplain, instructions to . . . . .	650 (3)
<b>Banns of Marriage Book—entries in and signature of . . . . .</b>	717 (2)
<b>Barber—allowance, qualifications, &amp;c. . . . .</b>	1460 App. XV. (Pt. III. (1))
<b>Barbettes—care of fittings, &amp;c. . . . .</b>	1085

# Index.

# Ba—Be

ART., &c.

<b>Barometers—</b>	
charge of . . . . .	1082
record of readings in log . . . . .	1025 (3)
supply, use, and record of observations . . . . .	1008, 1025 (3)
<b>Basin—entering—retention or removal of explosives on . . . . .</b>	<b>589, 896 (1-3)</b>
<b>Bathroom—use of . . . . .</b>	<b>555</b>
<b>Batteries—salutes—return of . . . . .</b>	<b>91</b>
<b>Battle—</b>	
chronometers when preparing for—safety of . . . . .	1011
clearing for—duties of medical officers on . . . . .	1295
compasses—care of, when preparing for battle . . . . .	1007
conduct of ships in—observation and report of . . . . .	520
co-operation of all ships during—steps to ensure . . . . .	520
distinguished service of supplementary lieutenant in—promo- tion for . . . . .	266 (4)
ensigns—display of . . . . .	120a (2)
exemplary conduct of man in—award of good-conduct medal . . . . .	750 (6)
expenditure of ammunition—survey to ascertain . . . . .	633
Flag Officer or Commodore killed—procedure . . . . .	201
gallantry by marines in—medals and annuities for . . . . .	1193-4
gallantry by marines in—Royal Bounty for . . . . .	1206 (2)
gallantry during—medal for conspicuous . . . . .	159-60
gallantry of Commander in—promotion for . . . . .	265 (2)
gallantry of commissioned warrant or warrant officer—promo- tion for . . . . .	299 (4), (5)
gallantry of Lieutenant in—promotion for . . . . .	266 (2)
gunnery stores required in—stowage of . . . . .	900 (2)
junior Flag Officer or Commodore killed—procedure . . . . .	202
Lieutenant during—responsibilities of . . . . .	618
losses by officers and men in—compensation for . . . . .	1559
men killed, &c., in—pensions and allowances to widows and children . . . . .	2016
mistakes or negligence of ships during—action when observed . . . . .	519-20
officer commanding fleet or squadron disabled—procedure . . . . .	200
officer killed in—awards to widow and children . . . . .	1898-7
officer killed in—pension to mother or sisters . . . . .	2006-8
preparation for—responsibility of Officer of the Watch . . . . .	619 (4)
preparedness for—general instructions . . . . .	528
preparedness for—report upon inspection, as to . . . . .	424 (12-14)
Surgeon Lieut.-Commanders—promotion for gallantry . . . . .	286 (2)
Surgeon Lieutenants promoted for gallantry in . . . . .	287 (3)
Surgeons temporarily employed, killed in—pensions, &c., to relatives . . . . .	App. XII.
water-tight doors during—precautions . . . . .	543 (1)
<b>Beards—</b>	
Marines—wearing by . . . . .	1149
wearing of—general directions . . . . .	553
<b>Bearings, Compass—</b>	
correction of . . . . .	986
record in log . . . . .	1025 (3)
<b>Beaufort Testimonial . . . . .</b>	<b>App. X. (Pt. II. (9-11))</b>
<b>Bedding—</b>	
airing and washing . . . . .	552 (2)
cell punishment—partial deprivation during . . . . .	783 (7)
discharge within two years of entry—value recoverable on . . . . .	1438
gratuitous issue—notation on service certificate . . . . .	830 (6)
gratuitous issue on entry, transfer, or re-entry . . . . .	1738
infectious—disinfection or disposal of . . . . .	1285
inspection of . . . . .	551 (1)
issues—procedure in regard to . . . . .	1743
marines—examination monthly of bedding on loan to . . . . .	1167
marines—provision for . . . . .	1061, 1739
marines—provision in newly-commissioned ship for . . . . .	1143
marked—issue on loan . . . . .	1739
marking and record of . . . . .	620 (3)
pilot—supply to . . . . .	1000

<b>Bedding—continued.</b>	ART., &c.
sale of—permission required	735
sick berth—care of bedding supplied to	1292
soldiers embarked for passage	1217
special service men	App. XV. (Pt. II.)
stowage—place of	1723
surveying—gratuitous issues when engaged on	1416 (6)
wet—men not to sleep in	552 (1)
<b>Bedding Gratuity</b>	1437
notation on service certificate	830 (6)
record in ledger	1562 (2)
<b>Beef—</b>	
purchases of fresh—rules for	1773
receipt and disposal of fresh	1703 (2)
receipt of fresh—record in log	1025 (3)
<b>Beer—</b>	
duty free in H.M. Ships	1884, 1886
receipt on board, stocks and issues of	845
trafficking in forbidden	735, 845 (3)
<b>Belligerent Rights—</b> respect to be observed	491
<b>Bells—Electric—</b> responsibility for	901 (3)
<b>Bermuda—</b> naval officer in charge considered a superintendent	460
<b>Berthing—</b>	
commissioning—arrangements on and before	1056
oil tank vessels—alongside H.M. Ships—precautions	934a
pilot—provision for	1000
precautions as to safety on	983
<b>Betting—</b> no person to engage in any betting business	6 (2)
<b>Bilge Water—</b> pumping overboard in harbours—precaution	935c
<b>Bilges—</b> drying of—for painting, &c.	1083
<b>Bill Book</b>	1637 (1 (g))
<b>Bill of Health</b>	1883
obtained before sailing for foreign port	556
<b>Bills of Exchange—</b>	
book of forms for	1637 (1 (g))
cash—drawn to obtain supplies of	1637 (1 (e-h), 2)
cashing or discounting—payments or charges for	1660
civil establishments abroad—drawing at	459 (9), (10)
medical establishments abroad—drawing at	459a (9), (10)
passage advances—drawing for	1523
payments by—record of	1667
prisoners of war—for payment of officers and men detained as	1635
rate of exchange—precautions regarding	1098 (3)
receipt and disposal of	1647
stamp duty—exempted from	1637 (2)
<b>Binnacles—</b> compass—custody of keys of	1003 (3)
<b>Binoculars—</b> Lieutenant—provision by	622 (1)
lanyard to be used to prevent loss	1809 (6)
loss by neglect, &c.	1809 (5)
Sub-Lieutenants, Mates and Midshipmen—provision by	624 (7)
<b>Birching—</b> award of summarily	757, 799
<b>Birth—</b>	
date of—procedure for securing	355
<b>Births on Board—</b>	
record in log	1025 (3)
registration of	1857
return and record of	1857
<b>Biscuit—</b>	
damp—airing and drying of	1721 (2)
disposal on paying off	1749 (2)
dust—return into store, and accounting for—	1718 (2)
stowage of	1718

<b>Blacksmith</b> —advancement to Chief	ART., &c.
	381-2
<b>Blacksmiths (generally)</b> —wages, prize shares, qualifications, &c.	App. XV. (Pt. I.)
<b>Blacksmith's Mate</b> —	
rifle and field exercises for	402
<b>Blankets</b> —sterilisation of	1294 (7)
<b>Blue Ensign</b> —	
Colonial Defence Act—with badge for vessels under	122
merchant ships—conditions under which authorised for	126
public office—carried by vessels belonging to	123
vessels other than ships of war	124
<b>Blue Pendant</b> —	
Colonial Defence Act—carried by vessels of war under	122
vessels other than ships of war	124
“Blue Peter”—use of	578
<b>Board of Admiralty</b> —	
embarked—flag to be worn	101
First Lord—salute to	69 (XIII.)
maximum period of service on	243 (1)
salute to	69 (XI.)
<b>Board of Trade</b> —	
instructions to Naval Courts	706 (1)
medal—notation on service certificate	330
<b>Boarding</b> —merchant ship flying blue ensign	126 (4)
<b>Boarding Book</b>	621
<b>Boarding Officer</b> —duties of	621
<b>Boat Stations</b> —Captain's responsibility for	567 (1)
<b>Boatkeepers</b> —salute to officers passing	149 (5)
<b>Boatman—Coast Guard</b> —discharge—age for	404 (5)
<b>Boatman—Hired</b> —engagement and payment for any lengthened service	999
<b>Boats</b> —	
air-cased—preservation of	567 (2)
armament, &c.—responsibility for readiness	900 (2)
Captain of the Fleet's flag painted on	107
colour of	1054 (2)
command and authority of officers in	176
defects—record of development and repair of	644 (11)
efficiency and readiness for service	567
falls—examination and report to officer of the watch	619 (15)
falls—responsibility for	643 (2), 1033 (1)
fishing, trawling, or dredging—lights carried	1041 (9)
Flag Officer, &c., passing in—honours and marks of respect	137
flags flown when colonial, diplomatic, or consular officials embarked	115 (a)
guns carried by—efficiency of	1064 (1)
hire—exceptional payments for	1658
hire—vouchers in support of	1680
hovering about ship paying off—not allowed	1124
injury or loss—record in log	1025 (3)
instruction of assistant clerks and clerks in	334 (2)
instruction of officers generally in	563
instructions regarding—knowledge, &c., by officers and men	567 (3)
iron ballast forbidden	1799
lights carried by	1041 (7)
lights to be shown by	1043
loss of—report by Captain	568 (1)
midshipmen to sail in harbour	619 (17)
officer in—salute to	146 (3)
officer passing another in—marks of respect	149
official visits of Colonial, &c., officers—provision for	100
paying off—return to store on	1119
precautions as to numbers carried, &c.	567 (4), (5)
Rear and Vice-Admiral's flags painted on	104

<b>Boats—continued.</b>	ART., &c.
sailing in harbour—general instructions	619 (17)
sea boat—report as to security and readiness for use	643 (2)
sea boats—preparation for use and general instructions	641
search of by Master-at-Arms	818 (2)
slings, bridles and disengaging gear—retest at least once a year	1086a
smoking in—directions	548 (6)
sounding or surveying—supply for	1030
summary punishments when on detached service in	752 (3)
<b>Boatswain</b>	<b>App. X.</b> (Pt. XII. A and B)
acting—qualifications for	301 (4)
acting—selection and appointment in vacancy	233
candidates qualified for—disposal, &c.	337 (4)
chain cables—preservation of	583
duties generally	643
navigation and command—qualification for	336a
promotion to Lieutenant	267 (2-6)
promotion to Lieutenant—eligibility for	299
promotion to—warrant required	223 (2)
qualifications and examinations for	300, 301
qualifying courses for candidates	337, App. X. (Pt. XII. A and B)
rank and command—order of	169, 171
reports to officer of the watch	619 (15)
re-qualification	337 (6)
seamanship examination—advanced	App. X. (Pt. XII. B)
store allowances	1417, App. VII.
vacancy for—temporary appointment in	231 (3), 233
waiting disposal—where borne	229 (1)
<b>Boatswain (P. &amp; R.T.)—</b>	
qualifications for	300 (3), 302a
candidates for	302a
candidates for—recommendation of	300 (3-4)
paying off—disposal	1129
<b>Boatswain's Store Room—responsibility for ventilation and arrangement of</b>	1039
<b>Boatswain's Stores—</b>	
accounts—inspection of	1808
charge of	1803
paying-off—returned or retained on	643 (5)
receipt, stowage and expenditure—care in and record of	643 (3)
surveying officers	1819
<b>Body—not recovered in case of drowning—procedure</b>	575 (8)
<b>Boiler Room—fire precautions</b>	540 (22)
<b>Boilers—</b>	
accident to—reports and inquiry into	568 (1), (2)
acquaintance of Captain and Engineer Officer with	909
bearers—examination of	1071 (f)
charge of—in each watertight compartment	976 (4)
composite ships—inspection in	1073
defects in—inquiry and report	568 (2)
defects necessitating putting into port—report of	920
defects—report on	940
drill test—when to be made	440 (3)
durability—estimate and record of	967
efficiency or improvement of—suggestions for	944
entering—precautions in regard to	1084 (2)
examination and overhaul—steps to be taken by Captain	564 (2)
information to Captain on appointment	523 (1)
injury to—representations as to anything tending to cause	956
inspections—inquiry as to preservation	424 (15)
mercantile cruisers—instructions in steam manual	925 (2)
mountings of—examination and cleaning	964
new or repaired—information to Engineer Officer	910
opening and examination—precautions	964
opening out for survey	1074 (3)
power—classification, development, and period to be used	915
preservation of—attention of Captain to	564

**Boilers—continued.**

	ART., &c.
raising steam—precautions . . . . .	913
repairing—extra pay for . . . . .	1468 (3)
repairs by dockyard or contract—responsibility of the Engineer Officer . . . . .	969
repairs—scale of extra pay for . . . . .	1468 (3), 1491 (9)
reports on—called for by Engineer Rear-Admiral, &c. . . . .	968
safety of—responsibility for, under all circumstances . . . . .	967
safety valve—reduction of load . . . . .	966
ship in dock—precautions as to water in . . . . .	1103
small-tube—notation of stoker's experience in . . . . .	835 (1), (2)
superintendence and inspection of . . . . .	937-8
superintendence over working of . . . . .	976 (3)
survey of . . . . .	1077
survey on paying off . . . . .	1112
survey on relief of the Engineer Officer . . . . .	921
test, and report of result . . . . .	965
trial abandoned—report in case of . . . . .	918
trials—readiness for . . . . .	917 (3)
use and management of—instructions in the Steam Manual . . . . .	925
water for—record of quantities obtained . . . . .	972
work under—extra pay for . . . . .	1475

**Bookmakers—**

no person to engage in any bookmaking business . . . . .	6 (2)
--	-------

**Books—**

abbreviations used in . . . . .	pages xv-xvi
Accountant Officer—list of those kept by . . . . .	1561
binding—provision for . . . . .	1817a (5)
cells—allowed to men in . . . . .	783 (8)
Commander-in-Chief's—charge and account of . . . . .	1807
confidential—correction of . . . . .	560a (4)
confidential—destruction of . . . . .	1848
confidential—general instructions as to . . . . .	1847
confidential—preservation, &c., when shipwrecked . . . . .	616 (1)
confidential—production at inspections . . . . .	424 (17)
deceased officer—care of those belonging to . . . . .	1631 (1) (f)
devotional and instructional—allowance of . . . . .	1790 (4)
devotional—custody of . . . . .	651 (2)
devotional—procedure in war time . . . . .	App. XIX. (Pt. VII.)
established—supply of . . . . .	1817a (11)
“for official use only”—general instructions as to . . . . .	1847
inspections—production at . . . . .	424 (6)
library—allowance to person managing in certain cases . . . . .	1453
library—charge and care of . . . . .	1727
library, officers' and seamen's—procedure on loss or damage of . . . . .	1753
library—supervision of . . . . .	658
losses of—compensation for . . . . .	1559
losses of—quarterly return of . . . . .	1753
moral and religious—demand, supply, and return of . . . . .	657
moral and religious—demands, &c., in time of war . . . . .	App. XIX. (Pt. VII.)
navigation—Lieutenant to provide . . . . .	622 (1)
navigation—standard . . . . .	979 (3)
paying off—disposal on . . . . .	1123, 1860
reference, devotional or instructional—allowance and care of . . . . .	1789-94
reference, devotional or instructional—charge and accounts of . . . . .	1804 (2), 1807
reference, devotional or instructional—demands, &c., in war time . . . . .	App. XIX. (Pt. VII.)
reference, devotional or instructional—demands for . . . . .	1800-1
reference—list of books supplied for . . . . .	1790 (3)
religious—objections to reading . . . . .	655 (1)
savings banks—for use in connection with . . . . .	1636 (1)
school—demand, issue and custody of . . . . .	656 (2), 1817a (13)
shipwrecked, &c.—saving and disposal of . . . . .	616
signal—alterations and additions prohibited . . . . .	420a
signal—custody of . . . . .	560, 619 (7), 1847 (7)
signing of, before giving up command . . . . .	35
signing officer to be satisfied as to correctness . . . . .	35
transmission into office . . . . .	1874 (2)

<b>Booms—securing of—duties of Boatswain . . . . .</b>	<b>643 (2)</b>
--	----------------



	ART., &c.
<b>Boots and Shoes—</b>	
half—opening and drying of casks . . . . .	1724
marines in working parties in general depôts and at Malta—	
—issued to . . . . .	1443
marines on Mediterranean Station—misfits . . . . .	1166 (3)
marines—supplies for . . . . .	1165 (5), (6)
<b>Bottles—medicine—description of . . . . .</b>	<b>1830</b>
<b>Bottom Composition—</b>	
report upon when in private or foreign dock . . . . .	1850 (3)
supply and use of . . . . .	540 (11)
<b>Bottom Plating—</b>	
accident laying bare plating of sheathed ship . . . . .	1081
cleaning, coating and painting . . . . .	1071
drawings and particulars of . . . . .	1067
drawings of—disposal on paying off . . . . .	1067
galvanic action—precautions to avoid . . . . .	1080
<b>Bottom—Ship's—</b>	
cleaning—docking for . . . . .	1106
condition—examination and preservation of . . . . .	1071 (b)
outer—sighting of . . . . .	1071 (b)
<b>Bounty—</b>	
assignment, &c., is void . . . . .	1363
forfeiture on dismissal with disgrace . . . . .	758 (1)
lists—forwarding into office . . . . .	1676
regulations of payment . . . . .	1634
<b>Bower Anchor—strops for laying out—duties of Boatswain . . . . .</b>	<b>643 (2)</b>
<b>Boxing—encouragement of . . . . .</b>	<b>907 (4)</b>
<b>Boy Servant—</b>	
discharge if unfit for rating up . . . . .	358 (2)
entry for training . . . . .	358 (1), (2)
entry from the shore in vacancy . . . . .	359
<b>Boys (Generally)—</b>	
birching and caning of . . . . .	757, 799
characters—assessment of . . . . .	829 (4), (11)
date of continuous service engagement—notation on ledger . . . . .	364 (1)
death of—reports . . . . .	575 (4-7)
description—procedure for taking . . . . .	819 (3)
discharge by purchase . . . . .	602
discharge to another ship not to prejudice . . . . .	372
drunkenness on return from leave—punishments for . . . . .	794 (4)
duties of special rating . . . . .	367
engagement for continuous service . . . . .	363
entry, qualification and instruction . . . . .	351, 450
entry under 17 years—consent . . . . .	353
examination qualifying boys afloat for early advancement App. X. (Pt. XVIII.)	
funeral honours . . . . .	152
good-conduct badges—time does not count for . . . . .	741 (2)
illness, serious, abroad—reports to Admiralty . . . . .	575 (3)
kit—adherence to established . . . . .	550 (1)
kit upkeep allowance in training establishments . . . . .	1440a
leave—not classed for . . . . .	739
medical examination on entry . . . . .	351-2
money balances due to—payment of . . . . .	1604
payments on account—monthly and weekly . . . . .	App. III. (Pt. II.A.)
Petty Officer Instructors when training afloat . . . . .	375a (2)
port division—appropriation to . . . . .	360
prize, bounty and salvage shares—number entitled to . . . . .	App. XV. (Pt. I.)
progress in seamanship—record of . . . . .	377 (3)
religious instruction in training ships . . . . .	714 (1)
school instruction . . . . .	339-60
seaman boys—training and advancement . . . . .	App. X. (Pt. XVIII.)
seamanship instruction—exemption in certain cases . . . . .	376 (2)
service certificates of . . . . .	823-32
smoking under 18 forbidden . . . . .	548 (9)
training afloat . . . . .	375, 375a
victualling arrangements and allowance . . . . .	1682 (2 (d), (e))
wages, prize, &c., shares, qualifications, allowances, &c. . . . .	App. XV.

<b>Boys' Training Establishments</b> —leave to ships' companies of	Art., &c.
seaman boys in—training and advancement	872 (6)
	App. X. (Pt. XVIII.)
<b>Branches</b> —	
division of officers into	168
officers in each—number of	258
rating in each	Index to App. XV.
<b>Bread</b> —	
allowances for making—scale of	1704 (3)
making—arrangements for	1704
making—extra pay for	1704 (3)
purchases of	1769 (1)
purchases of—rules for	1778
receipt—procedure on	1710
sacramental—supply of	1726
substitute—when not available	App. XVI. (Pt. I. (a))
supplies from contractor—survey	1709 (2)
supplies—maintenance of	1702, 1704
<b>Bread-Room</b> —	
matches not allowed in	540 (8)
messing in—prohibited	852 (4)
<b>Breakfast</b> —time for	853 (1), 854
<b>Brevet Rank, Royal Marines</b> —	
rank and precedence of	1135 (6) (8)
<b>Brigadier-General</b> —	
funeral honours when dying on service	150
salute—particulars of	69 (XXIII.)
<b>British Empire—Military Division of Order of—rules and ordinances</b>	157
<b>British Solomon Islands Protectorate—Resident Commissioner, salutes and visits</b>	69 (III.) (Note)
<b>British Subjects</b> —	
abroad—protection of	487
entry in Royal Navy from foreign ships	362
ill-treatment in foreign ship	495
refugees—receiving on board	488
<b>Bugler (Seaman Class)</b> —allowance	App. XV. (Pt. III. (60))
duty as not to exempt rating from instruction in seamanship	375 (3)
<b>Bugles</b> —marines—charge of	1162 (1)
<b>Buildings</b> —preservation of, in civil or medical establishments abroad without superintendent	459 (3-4)
<b>Bulkheads</b> —	
paying-off—not to be removed on	1114
stress or weakness—report by Shipwright Officer	644 (3)
water-tight—letters on	547
<b>Bumboating</b> —instructions regarding	859 (2), (4)
<b>Bumboats</b> —examination of articles, &c., in	818
<b>Bungs</b> —extraction from spirit casks	1698
<b>Bunkers</b> —	
doors of—rules for closing	542 (2), (3)
entering—precautions in regard to	1084 (2)
filling of—precautions	926
fire precautions	540 (22)
lights to be used in	540 (2)
survey of	1074 (2)
temperature when in harbour—report of	977
temperature when under steam—taking of	962
trimming coal in	935, 961
ventilation after coaling	962 (2)
<b>Butcher</b> —	
marines—allowance, qualifications, &c.	1460, App. XV. (Pt. III. (2))
marines employed as—selection, instruction, suit, &c.	1178(2), (3)
ship undergoing trials—allowance to man doing duty in	1462
supervision of	1340

## C.

		ART., &c.
<b>C.</b> —on service certificate	- - - - -	830 (10)
<b>C.M.</b> —on service certificate	- - - - -	830 (8)
<b>C.P.</b> —on service certificate	- - - - -	830 (10)
<b>C.S.</b> —signification of	- - - - -	364 (1)
<b>Cab Hire</b> —		
invalids on discharge	- - - - -	1505 (2)
officers and men on duty	- - - - -	1657 (3)
repayment of	- - - - -	1501
<b>Cabin Steward</b> —charge allowance in despatch vessels	- - - - -	
	<b>App. XV.</b> (Pt. III. (83))	
<b>Cabins</b>	- - - - -	850, 851
aircraft carriers	- - - - -	850 (2)
alterations in	- - - - -	1069 (1)
changes in occupation—rule as to	- - - - -	850 (9)
keys—disposal on paying off	- - - - -	646 (2)
keys—responsibility for	- - - - -	646
lights in—extinguishing of	- - - - -	540 (5)
petty officers temporarily acting as warrant officers	- - - - -	1420 (4)
shades for lights in—colour	- - - - -	992
ships fitted as flagships—as to occupation of cabins in	- - - - -	851
smoking permitted in	- - - - -	548 (1)
<b>Cables</b> —		
Captain's duties in regard to	- - - - -	583-6
chain—disposal of report of survey upon	- - - - -	1829 (3), (4)
chain—preservation of	- - - - -	583
chain—surveys and tests of	- - - - -	1829-32
clear—when approaching land, &c.	- - - - -	619 (3)
cutting or slipping—avoidance of	- - - - -	584 (1)
loss of—action on	- - - - -	584-5
readiness for use—responsibility of Boatswain for	- - - - -	643 (2)
securing of—responsibility for	- - - - -	1033 (2)
<b>Cadets, Naval</b> —		
passing-out certificate—production at examination for Lieu-	- - - - -	270 (1)
tenant	- - - - -	1422
private allowance	- - - - -	274
qualification for and training of	- - - - -	169, 171-2, 214
rank and command—order of	- - - - -	273 (3)
swimming ability—qualification and notation of	- - - - -	273 (1), (2)
time gained at final examination	- - - - -	
<b>Cadets' Training Colleges</b> —special instructions for	- - - - -	406
<b>Camp Equipage</b> —supplies by War Department—accounting for	- - - - -	1768
<b>Canada</b> —Governor-General—salute, particulars of	- - - - -	69 (I.)
<b>Canadian Merchant Ship</b> —flag worn by	- - - - -	127 (2)
<b>Canadian Naval Force</b> —flags, &c., worn by	- - - - -	122
<b>Candles</b> —		
surveys upon—when to be held	- - - - -	1837
<b>Caning</b> —		
award summarily	- - - - -	757, 799 (2), (3)
deserters—award of	- - - - -	799 (2)
drunkenness on return from leave—award for	- - - - -	794 (4)
<b>Cans</b> —flammable liquids—approved pattern for	- - - - -	540 (12)
<b>Canteen</b>	- - - - -	855-859
administration	- - - - -	856
complaints regarding	- - - - -	11, 856 (7)
dockyard employees—supplies to	- - - - -	1683 (2)
establishment of	- - - - -	855
inspection (medical) of contractors' premises	- - - - -	857 (4)
mess bills due to—payment by Accountant Officer	- - - - -	1699 (4)
money—deposit for custody	- - - - -	856 (11)

		ART., &c.
<b>Canteen—continued.</b>		
money in Accountant Officer's custody . . . . .	858 (3),	1639 (3), (4)
money—inspection of balance of . . . . .		858 (3)
ordinary Service system . . . . .		857
prices to be charged . . . . .		856 (5), (6)
rebate—rate of . . . . .		859
regulations for administration—special notice boards . . . . .		856 (14)
representations as to arrangements . . . . .		11
servers—previous medical history . . . . .		1285a (2)
supervision by Captain . . . . .		578 (3)
system upon which to be conducted . . . . .		855 (2)
<b>Canteen Accounts—audit, stocktaking and inspection of balances</b>	<b>858</b>	
<b>Canteen Bills—payment of—procedure . . . . .</b>	<b>856 (8), (9)</b>	
<b>Canteen Committee—</b>		
members of, and duties . . . . .		856 (2), (3)
<b>Canteen Funds—</b>		
balance and statement of account—verification of . . . . .		588 (2), 858
balance with Accountant Officer—record of . . . . .		1666 (4)
<b>Canteen Staff—sleeping accommodation, medical treatment, victualling, dress, &amp;c. . . . .</b>	<b>856 (10), (13)</b>	
<b>Canteen Stores—</b>		
accommodation, and articles stocked . . . . .		856 (10), (12)
dutiable goods free of duty . . . . .		1886
inspection and examination of . . . . .		856 (3)
losses or damage—liability for . . . . .		858 (2)
<b>Canvas—extra pay for living under . . . . .</b>	<b>1490, 1491 (9)</b>	
<b>Canvas Gear—</b>		
inspection and airing . . . . .		1795
responsibility for care, &c. . . . .		1038
stowage, care of, and report in regard to . . . . .		643 (4)
<b>Cape of Good Hope Station—</b>		
colour of ships on . . . . .		1054 (2)
interpreter's allowance on—how chargeable . . . . .		346 (2)
<b>Capitaine de Vaisseau chef de Division—salute entitled to . . . . .</b>	<b>76</b>	
<b>Caps—removal at inspections, &amp;c. . . . .</b>	<b>148</b>	
<b>Capstans—care and examination of . . . . .</b>	<b>1086</b>	
<b>Captain—</b>		
absence from ship—command money during . . . . .		1402 (3)
absence—powers and responsibilities of next in command during . . . . .		173 (2)
acting—assumption of rank by Commander . . . . .		232 (1)
acting time—how counted . . . . .		244
“additional”—rank and command when borne as . . . . .		189
Air Force Officers and men, &c., embarked—powers in regard to . . . . .		1212-3
anchors and cables—duties in regard to . . . . .		583, 586
appointed Captain of the Fleet—rank and command . . . . .		193 (2)
appointment—duties on . . . . .		523-7
armaments and magazines—responsibilities in regard to . . . . .		532-9
boilers and machinery—acquaintance with, on appointment . . . . .		909
borne for special service . . . . .		188
broad pendant—rank and title when authorised to wear . . . . .		196
capabilities—acquaintance of Commander-in-Chief with . . . . .		419
Chaplain and Divine Service—instructions regarding . . . . .		708-9
civil power—assistance to . . . . .		811
clothing, cleanliness and health—duties in regard to . . . . .		549-56
command, &c., when shipwrecked, lost or captured . . . . .		177
command money . . . . .		1402-4, App. I.
Commander acting as—rank and command . . . . .		209
commands all officers of non-military branches . . . . .		216
commissioning and equipment of ship—instructions as to . . . . .		1053
co-operation with heads of public departments . . . . .		524 (2)
death in detached ship—procedure . . . . .		232 (1), 233
death of—as to command of ship on . . . . .		187
declining service—effect of . . . . .		264 (3)
definition of . . . . .		page xii, 207
discharge of officers and men—instructions regarding . . . . .		595-604

**Captain—continued.**

	ART., &c.
discipline—general rules for maintenance of . . . . .	720
due for promotion—retired if qualifying service not completed .	263 (2)
duties generally . . . . .	523–616
engine room, boiler rooms, &c.—to visit periodically . . . . .	565
entertaining allowance . . . . .	1402a–4
fighting efficiency—maintenance of . . . . .	528–31
fire precautions—observance of . . . . .	540–1
flags forbidden to be carried by . . . . .	121
flagship—exchange or removal from command of . . . . .	234
foreign, commanding a squadron or division—salute . . . . .	76
foreign language—study abroad . . . . .	340 (1, 5, 6)
funeral honours . . . . .	151
good-service pensions . . . . .	1922–3
gunnery and torpedo—general duties in regard to . . . . .	882–99
gunnery course . . . . .	320
hoisting broad pendant as Commodore Second Class—allowances	1388
honours and marks of respect accorded to . . . . .	135
improper colours carried by British ships—duties and procedure	129
in command of naval forces in a colony—rank and precedence .	222
ineligibility for promotion—reasons for . . . . .	264 (3)
Inspector of Target Practice's staff—entertainment when em- barked . . . . .	1544
instruction of officers—duties in regard to . . . . .	561–3
interference with or diversion from original duty by a senior officer . . . . .	408
leave at home ports—limit of . . . . .	864 (1)
leaving ship—books, accounts, &c., to be signed . . . . .	35
letters and mails . . . . .	579–82
Lieutenant appointed to act as—rank and command . . . . .	210
logs, engine-room register and signal books—duties in regard to marine officers, non-commissioned officers and men—command over . . . . .	557–60 1135 (1)
meeting a senior officer—action on . . . . .	407
merchant ship flying blue ensign—boarding of . . . . .	126 (4)
Naval Marriages Act, 1908—duties under . . . . .	716–9
neglect of—noting in inspection report . . . . .	424 (15)
on paying off . . . . .	1129
payments, cash and store accounts and surveys—duties in regard to . . . . .	587–94
pilot—precautions when using unlicensed . . . . .	998
pilot—relations with . . . . .	995
prizes—expenses of sending in, advances for legal expenses . .	1876, 1878
promoted to flag rank abroad—procedure on . . . . .	182
promotion of Commander (E.) to . . . . .	326 (4)
qualifications for rank . . . . .	265 (1), (2)
rank and command—order of . . . . .	169, 171, 172
rank and precedence—ashore and afloat . . . . .	173 (1)
refusing promotion in proper turn—action . . . . .	264 (2)
religious ministrations—arrangements for . . . . .	715
removal from command or exchange by superior officer . . . .	234
responsibility for safe conduct of ship . . . . .	30
retired if not qualified by service for promotion in turn . . .	263 (2)
returns to be rendered by . . . . .	App. XVIII. (Pt. I.)
salute—particulars of . . . . .	69 (XXIV.)
salute to flag or broad pendant of superior . . . . .	74
Scripture Readers—duties in regard to . . . . .	659
secret and confidential books—responsibility for . . . . .	1847 (9)
senior arriving on a station temporarily commanded by a junior	204 (2)
senior, meeting a Commodore—procedure . . . . .	197 (4), 198 (3)
senior to Commodore present—rank and command of . . . . .	170
signal and fleet tactics course . . . . .	318
signal and wireless logs—inspection . . . . .	559 (3)
sleeping out of ship . . . . .	727
smoking—duties in regard to . . . . .	548
special and particular duties of officers under his command— facilities for . . . . .	36
succeeding temporarily to chief command abroad—procedure . .	204–5
succeeding temporarily to command of home port—procedure .	203
suggestions at inspection of ship . . . . .	424 (5)

<b>Captain—continued.</b>	ART. & C.
summary punishments authorised . . . . .	752 (1), 757
supersession—transfer to successor of unexecuted orders upon	1859
table money while acting for Commodore Second Class on leave	1388 (2)
torpedo course . . . . .	319
troops, &c., embarked—powers in regard to . . . . .	1212-3
visits of ceremony—interchange with foreign naval officers . . . . .	98
war course for . . . . .	317
water-tight doors—regulations and precautions . . . . .	542-7
wreck of ship—duties in case of . . . . .	616
<b>Captain (E)—promotion to . . . . .</b>	326 (6)
<b>Captain (E.†)—</b>	
appointment and promotion . . . . .	326 (9)
<b>Captain in Charge, Sydney—considered a Superintendent . . . . .</b>	465
<b>Captain of the Dockyard—</b>	
drawings of flooding arrangements supplied by . . . . .	1068
exemption from general port duties . . . . .	509
stowage—plan supplied by . . . . .	1068 (2)
visiting ship—assistance when . . . . .	1060
<b>Captain of the Fleet—</b>	
appointment of . . . . .	193 (1), 225, 227
appointment of—by Commodore First Class on assuming chief command . . . . .	194 (2)
appointment of successor on assuming chief command . . . . .	194 (1)
duties generally . . . . .	521-2
flag painted on boat . . . . .	107
honours and marks of respect accorded to . . . . .	134
matters dealt with by . . . . .	522
orders of—obedience to . . . . .	521-2
passing in boat—honours and marks of respect . . . . .	137
preservation of office on change in chief command . . . . .	194 (1)
rank, precedence and command . . . . .	193
senior Captain present—rank and command when . . . . .	193 (2)
vacancy abroad—temporary filling of . . . . .	227
vacancy in chief command—procedure on . . . . .	194
<b>Captain's Secretary—</b>	
allowance . . . . .	App. I. (Pt. I.)
selection and employment of . . . . .	1338 (4)
<b>Captain's Ship's Book . . . . .</b>	1850
coal bunkers—instructions in regard to filling . . . . .	934
gunnery fittings—copy of reports of trial and inspection . . . . .	1052 (4)
inspection of . . . . .	424 (6)
reports of trials to be kept in . . . . .	535
survey—notation of date when due . . . . .	1078
torpedo and electrical equipment satisfactory—certificate . . . . .	1052 (10)
turning trials—entry of . . . . .	988 (3)
use of in regard to repairs . . . . .	1101
<b>Captain's Steward—charge allowance in despatch vessels</b>	App. XV. (Pt. III. (83) )
<b>Captain's Table—</b>	
army officers at—entertainment of . . . . .	1548-9
Captains on staff of Inspector of Target Practice . . . . .	1544 (1)
definition . . . . .	1543
naval officers on passage entertained at . . . . .	1544
passengers entertained at, and allowance for each . . . . .	1541 (1)
separate—keeping of . . . . .	837 (3)
<b>Capture—</b>	
by ships abroad—arrangements for claims . . . . .	605 (2)
pay in case of . . . . .	1355
prize money for—distribution and assignments of . . . . .	1878-9
ship—command, &c., of Captain and others of . . . . .	177
ship—court martial on survivors of . . . . .	666
slaves or vessels—expenditure of provisions, stores, &c., upon	1878 (3)
<b>Carpenter Ratings—</b>	
Divisional Carpenter, Coast Guard—eligibility for appointment of . . . . .	404 (7)

<b>Carpenter's Crew—</b>	ART., &c.
transfer to Shipwright, 2nd Class . . . . .	391 (8)
<b>Carriage Hire</b> . . . . .	1657 (2-4)
approval or disapproval of . . . . .	1853 (3)
vouchers in support of . . . . .	1680
<b>Cartridge Cases—</b>	
collection—gunnery efficiency fund not to be used as gratuities	
to individuals for collecting . . . . .	1371 (10)
return into store—allowances for . . . . .	1371
returned—payment for . . . . .	App. VIa.
<b>Cartridges—</b>	
blank—supervision of preparation of . . . . .	632
cases opened—examination, &c., by gunner . . . . .	629 (2)
inspection of . . . . .	900 (1)
private—stowage of . . . . .	540 (16)
ship returning home—retained on board . . . . .	435 (2)
<b>Cases—</b>	
ammunition—care of . . . . .	628 (2)
issued from victualling yard—charge, preservation and	
accounting for . . . . .	1729
<b>Cash—</b>	1637-81
accumulations in messes to be avoided . . . . .	847 (4), 848
balance—advances to sick mess included in . . . . .	1654 (2)
balance—Captain's inspection of . . . . .	1649 (11), (12)
balance on board—information to Captain as to . . . . .	1335
balance on paying off—disposal . . . . .	1662
balance—remittance book produced at verification of . . . . .	1650 (9)
balance—verification of . . . . .	588
balance—weekly record of . . . . .	1666
bank—balance at . . . . .	1649 (4), (9-12)
banking arrangements . . . . .	1649
Captain's duties in regard to . . . . .	588-9,594
civil establishments abroad—inspection of cash at . . . . .	459 (13)
civil establishments abroad—supplies for . . . . .	459 (8-10)
conveyance by H.M. Ships . . . . .	1641
counting by Commanding Officer—as to postal orders . . . . .	1640 (24)
deceased officer or man—belonging to . . . . .	1631 (1 (j))
demands for—instructions to Captain . . . . .	589
demands—regulation of . . . . .	1638
deposited for custody—record of balance . . . . .	1666 (4)
deposited for custody—verification of . . . . .	588 (2)
deposited with Accountant Officer for custody—general instruc-	
tions . . . . .	1639
disbursements of . . . . .	1651-63
discharged by purchase—lodged for . . . . .	1337
excess over requirements—disposal . . . . .	1638 (4)
Fleet requirements—orders by Captain of the Fleet in regard to . . . . .	522
foreign money—receipts and payments in . . . . .	1667
foreign—received in payment for postal order or stamps . . . . .	1640 (15)
foreign—taking up, accounting for, &c. . . . .	1644-5
fractions of a penny . . . . .	1677
inspections—inquiry as to periodical counting of balances at . . . . .	424 (6)
issue from public chest for payments—authority for . . . . .	1602 (2)
losses, &c.—deductions for recovery of . . . . .	1373
lost when deposited with Accountant Officer . . . . .	1639 (4)
medical establishments abroad—inspection of cash at . . . . .	459 (13)
medical establishments abroad—supplies to . . . . .	459 (8-10)
month's requirements—calculation of . . . . .	1638
postal orders and stamps kept as public money . . . . .	1640 (15)
public to be kept separate from other moneys . . . . .	1639 (3)
receipts—entry in cash book daily . . . . .	1664 (2), 1665
receipts—vouchers for . . . . .	1674
requisitions for supplies of . . . . .	1637 (1), 1638
ships returning home—disposal . . . . .	435 (2)
sick mess—advances to . . . . .	1654
supplies—regulations for obtaining . . . . .	1637-8
surplus when ordered home—disposal . . . . .	1661
survey on death or removal of Accountant Officer . . . . .	594

**Cash—continued.**

Art., &amp;c.

suspension of officers in charge of, in civil establishments abroad	
—procedure . . . . .	459 (6)
taking up of . . . . .	453
tenders and prize vessels—responsibility for advances in . . . . .	1628-30
transactions—officer authorised to make . . . . .	1332 (4)
transactions—record of . . . . .	33
transactions—responsibility for . . . . .	1332 (2)
vouchers for expenses in connection with stores—entries in . . . . .	1777
vouchers for receipts and payments . . . . .	1674-80
war—modified procedure in time of . . . . .	34 App. XIX. (Pt. I.)

**Cash Account—**

advances for travelling—voucher for . . . . .	1508
broken periods on supersession, paying off, &c. . . . .	1668
Captain's duties in regard to . . . . .	588
certificate for payment for fired cartridge cases, &c. . . . .	1371 (2)
civil establishments abroad—verification of cash balances . . . . .	459 (13)
civil establishments abroad—supplies of cash . . . . .	459 (8)
clothing entries—check upon . . . . .	1743 (8)
corrections at monthly examination—report . . . . .	588 (3)
correctness—declaration as to . . . . .	1845
discharge by purchase—receipt or refund of money for . . . . .	1648
documents to accompany into office . . . . .	1577
documents to accompany upon supersession of Accountant Officer . . . . .	1637 (1 (g) )
dress gratuity to ward-room officers' and warrant officers' mess servants—voucher, &c., for . . . . .	1439 (4), 1440 (3)
examination before transmission . . . . .	1671
examination of—monthly . . . . .	588 (3)
exceptional payments distinguished in . . . . .	1675 (6)
foreign coins—accounting for . . . . .	1644
fractions of a penny . . . . .	1677
freight on treasure—debit of . . . . .	607
funeral expenses—vouchers for grant in aid . . . . .	1251 (1 (a) )
inspection and certificate . . . . .	1670
inspections—inquiry as to regular examination, &c. . . . .	424 (6)
medical establishments abroad—verification of cash balances . . . . .	459 (13)
miscellaneous payments—receipts for . . . . .	1653 (1)
monthly . . . . .	1668-72
monthly—filling-in of summary and signature by Captain . . . . .	588 (4)
monthly payment—credit of . . . . .	1602 (10)
monthly—vouchers to accompany . . . . .	1676
Naval Court—vouchers for payment of expenses of . . . . .	706 (2)
naval prize remittances—monies to be taken on charge under head of . . . . .	1879 (5)
no transactions—to be rendered in case of . . . . .	1672
pay due to men entered from merchant vessel—credit of . . . . .	1592
pay—voucher for quarterly settlement of . . . . .	1611 (6)
paying off abroad—completion, examination, and transmission on . . . . .	588 (5)
paying off abroad—examination and disposal on . . . . .	1133
postage unpaid—debit of . . . . .	582 (3)
postal orders and stamps—issues of . . . . .	1640 (15)
postal orders damaged—credit for . . . . .	1640 (14)
printed form of—substitute for . . . . .	1679
private allowance of Midshipmen—vouchers for remittances . . . . .	1422 (2)
savings of provisions—payments of . . . . .	1650
sick mess fund—voucher for payments from . . . . .	1655 (4), (5)
stamps damaged—credit for . . . . .	1654 (4)
stamps damaged—credit for . . . . .	1640 (4)
subscriptions shown in . . . . .	1674
summary—filling in signature and transmission into office . . . . .	588 (4)
telegrams abroad—voucher for payments for . . . . .	1870 (4)
transmission into office . . . . .	1674 (4)
transmission into office monthly—procedure . . . . .	588 (4)
vouchers—responsibility for calculations on . . . . .	1332 (3)
war—modified procedure in time of . . . . .	34 App. XIX. (Pt. I.)
work done for private individuals, foreign governments, &c.— repayments for . . . . .	1633 (9)



**Cash Balance—**

	ART., &c.
advances to sick mess included in	1654 (2)
Captain's inspection of	1649 (11), (12)
cash book produced for inspection of	1664 (4)
certificate as to balances not due on the public account	588 (4)
civil establishment abroad—procedure when incorrect at	462 (5)
Commanding Officer furnished with statement of	1640 (24)
counting and verification of	588 (1), (2)
discrepancy in—report of	588 (2) (a)
examination and signature of—periodical	588 (2)
information to Captain as to	1335
monthly counting and certificate	1670 (2)
paying off abroad—verification and disposal in case of	1133
paying off—disposal on	1662
remittance book produced at verification of	1650 (9)
temporary inclusion of certain payments in	1666 (2)
transfer on supersession or relief of Accountant Officer, or on	
paying off at home	588 (6)
verification on illness of Accountant Officer	1344
verification upon paying off, removal of Accountant Officer, &c.	1668 (2), (3)
weekly record of	1666
<b>Cash Balance Book</b>	1666

**Cash Book—**

balance shown in—periodical check of	588 (1)
balance to agree with entry in cash balance book	1666 (1)
fractions of a penny	1677
inspection—certificate in	1670
monthly copy of	1668
monthly copy—outside sheet of	1669
paying off abroad—completion, examination, and transmission	
on	588 (5), 1133
postal orders and stamps issued for foreign money—record of	1640 (15)
remittances—entry of amount received for	1650 (10)
schedule of transactions—rendering of	1668

**Cash Vouchers—**

inspection and comparison with cash account	588 (3)
paying off abroad—completion, examination, and transmission	
on	588 (5)

**Casks—**

charge and preservation of, and accounting for	1729
clothing returned to victualling yard in	1748
defective—action in case of	1721
half-boots and shoes—opening and drying	1724
inflammable liquids—approved pattern for	540 (12)
marking of	1711
purchased with articles	1775
shaken—accounting for	1729 (5)
spirit—care of and return into store	1729 (4)

**Castle—**

salute to Governor of—particulars	69 (II.)
salutes not exchanged with	75

**Casual Payments Book—**

preservation and care of	1605 (1)
settlements upon discharge—use in connection with	1614 (6)
use of	1602 (9)

**Casualties—**all to be reported by telegraph to Admiralty

	575 (4)
--	---------

**Catheads—**survey, test or examination of

	1077 (3)
--	----------

**Caulking—**

removal of pitch from deck after	1090
supervision by Shipwright Officer	644 (7)

**Cell Punishment—**

accompanying punishments	757 (II.)
award of	757, 783
character—effect upon	829 (9)
class for leave—does not count for restoration in	788 (1)
consequent penalties	783 (3)
description of	783 (2)

**Cell Punishment—continued.**

diet and victualling arrangements during	ART., &c.
first class for conduct—counting towards restoration to	783 (4)
good-conduct badges—time does not count for	782 (2)
marines—effect on time for badges	741 (2)
marines—effect on time for pension	1189 (4)
marines sentenced to—consequent penalties	1205
maximum award of	1188 (5)
medical and police supervision of	783 (1)
notation on service certificate	783 (10)
pension—effect upon petty time counting for	830 (8), (10), (11)
pension—time not counted towards	1938 (4)
ration for men undergoing	1941 (1)
relaxation of routine, if necessary	App. XVI. (Pt. I. (c) )
release in case of fire of men undergoing	783 (11)
religious ministrations to men undergoing	816 (5)
routine while undergoing	714 (1)
service—effect on	783 (4-10)
victualling of men undergoing	page 8 (Vol. II.)
visits to men in—by Master-at-Arms	1682 (2 (i) )
	816 (4)

**Cement—**

application to bottom to prevent damp	1071 (c) and (d)
demand for	1071 (a)

**Ceremonies—**

carriage hire allowed for attendance at	1657 (2)
record in log	1025 (3)

**Certificate—**

Postmaster General's—for proficiency in W/T	834a
---	------

**Certificate (Generally)—**

false—produced at examination	350
filling up—care in	823
forwarding of—general instructions	1866 (m)
signing of before giving up command	35
signing officer to be satisfied as to correctness	35

**Certificate (Officers')**

forwarding—when officer has left the ship	824
Midshipmen—report of failure to produce	824 (6)
Midshipmen—required by	270 (2)
Naval Cadets on passing out	269-70
passage in contract ship—for period of	270 (1)
passing—date of	823 (4)
R.N.R. and R.N.V.R. officers	348 (4)
Sub-Lieutenant—of efficiency for Lieutenant's duty	824 (5)
Sub-Lieutenant—of qualification in engine-room duties	267 (5)
	954 (5-8)

**Certificate of Service (Men)**

ability—notations of	829-32
authority of	831 (1), (2)
bounty—notation of payment of	832 (1)
character—assessment and record of	1634 (c)
character—authority in case of discrepancy in	829 (4-11)
class for conduct—notation on	1941 (2)
continuous service men—how distinguished	782 (5)
copy—man may be furnished with	364 (1)
corner cut off—notation in ledger	620 (8), 832 (4)
corner—when cut off	1563 (5)
correction of	830 (12)
custody of	832 (3), (5)
defaced while out of the Service	832 (4)
detention or imprisonment—of men sentenced to	829 (2)
discharge to pension—notation of	1616 (2), (3)
discharge to ship—to accompany on	1956 (3), (4)
disposal on death or desertion	1841
disrating for incompetence—notation of	830 (13)
Electrical Artificers—special notations on	777 (1)
E.R.A.'s—special notations on	831 (13)
engine-room ratings—special notations on	831 (13)
erasures or alterations	831 (13)
examinations—notation of	832 (1), (3), (5)
	831 (12), 399a

<b>Certificate of Service (Men)—<i>continued.</i></b>	ART., &c.
first aid—notation of qualification in	1295 (4)
forfeitures on desertion—notations	806 (4a)
form for and preparation of	829 (1)
incorrect or tampered with—procedure	1941 (2)
inspection annually	832 (5)
inspections—inquiry as to filling up, &c.	424 (6)
invalids from abroad—to accompany	1601 (4)
irregularities observed in	832 (2), (6)
marine lance rank—notation of award or reversion	1139 (2)
marine—notations regarding good conduct medal	1192 (7)
marine qualified as lamp-trimmer or butcher—notation	1178 (1)
marines—notation of class for conduct	1183 (4)
marines—notations on and disposal of	1186
marines finally transferred to R.N.—notation on	1171a (5)
mechanicians—notations	831 (13)
men in hospital on sailing—disposal	599 (4)
men invalided from hospital—disposal	599 (4)
men to be allowed to see	829 (12)
meritorious service	830 (1)
name—alteration	355a
notation of recommendation for Warrant Rank	300 (2)
notations, various—instructions regarding	830
Officer's Steward or Cook employed by officer in receipt of allowance in lieu of servants	829 (3)
Ordnance Artificers—notations	831 (13)
paying off—disposal on	1128
plain clothes gratuity—notation	1444a (6)
recommendation for medal or gratuity—notation when withheld	750 (12), 751 (17)
religious denomination recorded on	652 (3)
Seamen, stokers and marines not fit, &c., for Royal Fleet Reserve	1945 (1 a))
service—notations of	829 (3)
special service men—how distinguished	366
stoker rating's trade qualification—notation	831 (14)
survey on invalids—to accompany application for	1228
suspended sentence—notation	700b (14), 775a (11)
tampered with—procedure	832 (1)
<b>Chains</b> —survey of dismounting chains of heavy guns	1834
<b>Channel Islands</b> —salutes and visits to Lieutenant-Governor	69 (I.) (Remarks.)
<b>Chaplain</b> —	
absent—performance of Divine Service and morning prayers	709 (c)
acting also as Naval Instructor—pay and allowances	1395, App. I.
allowances—scale of	660
appointment of	228 (4)
ashore—unofficial duty undertaken	661
cabin for	850 (2)
cancellation of special ecclesiastical licence on retirement	228 (4)
conduct to be observed	649
consultation—arrangements for	654
duties generally	649–61
extra pay for doing another's duty	1473
hospitals, sick quarters, and prisons—visits to	713
marine servants—entitled to	660 (2)
Naval Marriages Act, 1908—duties under	716–7
not borne—school and library duties when	662 (3)
pay and allowances	App. I.
promotion to—commission required for	223 (1)
rank and command	215
religious denominations—return of	1856
respect to	708
school instruction—supervision of	389 (1)
ships without—arrangements for attendance	713
ships without—arrangements in regard to	710
sick—ministrations to	713
special ecclesiastical licence	228 (4)
stationery—supply for use in schools	1817a (12)
widow—condition as to award of pension	1989

<b>Chaplain of the Fleet—</b>	Art., &c.
granted ecclesiastical dignity of Archdeacon . . . . .	215
promotion to, commission required . . . . .	223 (1)
rank and command . . . . .	215
<b>Character—</b>	
assessment and record of—rules governing . . . . .	829 (4-11)
assessment and record—Royal Marines . . . . .	1182 (2), 1186 (1-2)
assessment—foundation for . . . . .	826 (2)
assessment—procedure . . . . .	825
“Bad”—corner of Service certificate cut off . . . . .	830 (12)
“Bad” or “Indifferent”—time does not count for pension . . . . .	1941 (1)
below “Good”—effect upon claims to good-conduct medal, &c., of entries since 1884 . . . . .	751 (2)
below “V.G.”—effect upon claim to good-conduct gratuity, &c., of entries before 1885 . . . . .	750 (8)
below “V.G.”—effect upon claim to good-conduct medal of entries before 1885 . . . . .	750 (2)
below “V.G.”—effect upon claim to good-conduct medal of entries since 1884 . . . . .	751 (2)
below “V.G.”—effect upon good-conduct medal . . . . .	778 (3), (4)
conviction by civil power—effect of . . . . .	812 (4)
discrepancies in—how to be decided . . . . .	1941 (2)
“Fair”—effect of award . . . . .	823
“Fair”—punishments entailing a maximum award of . . . . .	829 (9)
“Good” after award of good-conduct medal—effect upon entries since 1884 . . . . .	751 (9)
“Good” or lower award—effect on claims to good-conduct medal, &c., of entries before 1885 . . . . .	750 (4), (5)
“Good”—punishments entailing a maximum award of . . . . .	829 (9)
“Indifferent”—does not count for badge purposes . . . . .	779 (4)
“Indifferent”—punishments entailing a maximum award of . . . . .	829 (9)
“Indifferent”—time does not count for good-conduct badges . . . . .	741 (2)
ledger—notation in . . . . .	1563 (1)
marines—assessment and record of . . . . .	1182 (2), 1186 (1-2)
marines below “Fair”—effect on time for badges . . . . .	1189 (4)
marines with “Bad” or “Indifferent”—effect on time for pension . . . . .	1205
marines with “Good”—effect upon good-conduct gratuity . . . . .	1192 (11)
marines with “Good”—effect upon good-conduct medal . . . . .	1192 (2), (4), (5)
marines with “V.G.*,” “Good” or “Fair”—reckoning portion of time for badge purposes . . . . .	1189 (7)
paying-off—notation in ledger upon . . . . .	1817 (7)
pension—“Bad” or “Indifferent” does not count towards . . . . .	1941 (1)
punishments—effect of . . . . .	829 (9)
reading at general muster . . . . .	829 (12)
Royal Fleet Reserve—qualification for enrolment in . . . . .	830 (9)
sentence suspended—effect on . . . . .	700b (13), 775a (9)
Service certificate conclusive as to . . . . .	832 (1)
terms to be recorded in . . . . .	829 (6)
“V.G.”—exceptional award allowed . . . . .	829 (9) (Note)
“V.G.” throughout service—addition to pension for . . . . .	1934 (5)
“V.G.” throughout service—additional pension to marines for . . . . .	1197 (1), (2)
<b>Chargé d’Affaires—</b>	
exchange of visits of ceremony with . . . . .	97
salute—particulars of . . . . .	69 (VIII.)
<b>Charge Pay—</b>	
Engineer Officers—rates for . . . . .	1408 App. I. (Pt. I.)
medical officers . . . . .	App. I. (Pt. I.)
<b>Charges—insubordination in military detention barracks—framing</b>	730 (1)
<b>Chart Atlas Folio . . . . .</b>	1018
<b>Charter Party—</b>	
conditions of—transports taken up abroad on time charter . . . . .	1223 (2)
deviations from in case of transports . . . . .	1225 (1)
<b>Charts—</b>	
age limit and destruction when cancelled . . . . .	1012 (3), (4)
charge of . . . . .	1032
collision—preservation after . . . . .	573 (6)

## Ch

## Index.

**Charts—continued.**

	ART., &c.
correction of	1013 (6), 1014, 1015
demands for	1012 (1), (2)
folios—age limits	1012 (3)
folios—supply	1012 (1), (2), (4a-b)
forwarding—instructions for	1866 (n)
inaccuracies in—notation and report of	1027 (2), (3)
inaccurate or imperfect—arrangements for remedying	1030
information affecting—obtaining, forwarding, and quarterly return of	1018
made by Navigating Officer—transmission into office	1027 (4)
making of—opportunity for	985
officers and ship's company—for instruction of	1013
paying-off—disposal on	1122
transferred to another ship or returned to dépôt	1012 (5)

**Cheques—**

cashing or discounting—charges or payments for	1660
public service—drawn upon	1649 (7-11)

**Chevrons—promotion to corporal or sergeant, R.M., abroad, temporarily**

1141 (2)

**Chief Armourer—wages, prize shares, qualifications, &c.**

App. XV. (Pt. I.)

**Chief Bandmaster—wages, prize shares, qualifications, &c.**

App. XV. (Pt. I.)

**Chief Blacksmith—wages, prize shares, qualifications, &c.**

App. XV. (Pt. I.)

**Chief Commissioner of Province in India—**

embarked—flag	68
salute	55 (1), 58

**Chief Cooper—wages, prize shares, qualifications, &c.**

App. XV. (Pt. I.)

**Chief Electrical Artificer—**

hammockmen—employment of	852 (7)
messing arrangements	852 (5)
wages, prize shares, qualification, &c.	App. XV. (Pt. I.)

**Chief Engine Room Artificer—**

charge and control of	976 (3)
First Class—disrating summarily of	776 (3)
hammockmen—employment of	852 (7)
messing arrangements	852 (5)
promotion to Mate (E)	281a
promotion to Engineer Lieutenant—selection and qualification for	App. X. (Pt. V.)
qualification by service for—report of	1855
wages, prize shares, qualification, allowances, &c.	App. XV.

**Chief Engineer—junior service—how counted**

248 (1), 251

**Chief Joiner—wages, prize shares, qualifications, &c.**

App. XV. (Pt. I.)

**Chief Justice—Colonial—relative rank and precedence**

222

**Chief Mechanician—**

promotion to Engineer Lieutenant—selection and qualification for	App. X. (Pt. V.)
promotion to Mate (E)	281a
wages, prize shares, qualification, allowances, &c.	App. XV.

**Chief of the Staff—**

appointment	195 (1), 227
appointment of acting successor on assuming chief command	195 (3)
continuance in appointment on change in chief command	195 (3)
senior officer present—precedence and command when	195 (2)
vacancy abroad—temporary filling	227
vacancy in chief command—procedure on	195 (3)

**Chief Ordnance Artificer—**

hammockmen—employment of	852 (7)
wages, prize shares, qualification, allowances, &c.	App. XV.

**Chief Painter—wages, prize shares, qualifications, &c.**

App. XV. (Pt. I.)

<b>Chief Petty Officer—</b>	ART., &c.
acting appointment as commissioned officer—ineligible for	281 (4)
address—form of	728 (2)
Coast Guard—age for discharge from	404 (5)
confined spaces—extra pay for supervising work in	1475 (3)
disrating for misconduct—summary procedure	776 (3-5)
drunkenness on return from leave—punishment for	794 (2), (3)
incompetent—disrating of	777
messing arrangements	852
pension—additional rates of	1938
privileges to be accorded to	728
prize, bounty and salvage shares—number entitled to	App. XV. (Pt. I.)
promoted to warrant rank—date of commencement of higher	
rate of pay	1393
reprimand by Captain	757, 797
separation from lower ratings	728 (3)
transferred from marines—counting of time for pension	1938 (6)
virtualling arrangements	1682 (2b)
wages, prize shares, qualifications, allowances, &c.	App. XV.
<b>Chief Petty Officer (Old System)—</b>	
disrated for misconduct—restoration after being	776 (8)
incompetence—effect of disrating for	777 (3)
wages, prize shares, qualifications, allowances, &c.	App. XV.
<b>Chief Petty Officer Cook—wages, prize shares, qualifications, &amp;c.</b>	App. XV. (Pt. I.)
<b>Chief Petty Officer Telegraphist—</b>	
allowance of 6d. a day to half the number	1463, App. XV. (Pt. III. 72)
	(Pt. III. 85a)
paying off—disposal on	1129
wages, prize shares, qualifications, &c.	App. XV. (Pt. I.)
<b>Chief Plumber—wages, prize shares, qualifications, &amp;c.</b>	App. XV. (Pt. I.)
<b>Chief Royal Marine Gunner—</b>	
disposal on paying off	1129 (1)
promotion for war or distinguished service	1138a
<b>Chief Ship's Cook—extra pay for breadmaking</b>	1704 (3)
<b>Chief Shipwright—wages, prize shares, qualifications, &amp;c.</b>	App. XV. (Pt. I.)
<b>Chief Stoker—</b>	
charge and control of	976 (3)
messing arrangements	852 (6)
wages, prize shares, qualifications, &c.	App. XV. (Pt. I.)
<b>Chief Torpedo Gunner—waiting disposal—where borne</b>	229 (2)
<b>Chief Writer—</b>	
duty performed by inferior rating—pay	1432 (5)
wages, prize shares, qualifications, &c.	App. XV. (Pt. I.)
<b>Chief Yeoman of Signals—</b>	
allowance of 6d. a day to half the number	1463, App. XV. (Pt. III. 71)
paying off—disposal on	1129
wages, prize shares, qualifications, allowances, &c.	App. XV.
<b>Children (Generally)—</b>	
passengers or refugees in H.M. Ships—allowance for entertain-	
ment	1542
virtualling on passage in H.M. Ships	1683 (4)
<b>Children (Officers')—</b>	
allowance when father killed in action	1997
compassionate allowances	1979, 1998-2005
definition for purposes of passage	1526 (4)
educated at expense of Greenwich Hospital—compassionate	
allowance	2001
education of—arrangements in certain cases for	2009-13
gratuity when father killed in action	1996
infirm—compassionate allowances when over usual age limit	2000
messing contribution during passage, &c.	1535-6
motherless—special provision as to compassionate allowance	1998 (2), 1999
passage at public expense—when allowed	1526
passage in H.M. Ships—allowance for entertainment on	1542
Surgeons temporarily employed—compassionate allowances	1920, App. XII.

<b>Children (Men's)—</b>	ART. &c.
allowance . . . . .	1627
allowances on death of father in certain circumstances . . . . .	2014, 2016
education of—arrangements in certain cases for . . . . .	2011-3
Greenwich Hospital allowances . . . . .	1965 (7-9)
marines—gratuities . . . . .	1195 (2)
pensions paid to . . . . .	1958
support of—Captain and officers to encourage . . . . .	1618 (2)
<b>China Rivers—climate pay for service in . . . . .</b>	1488, 1491 (9)
<b>China Station—</b>	
canteens—system . . . . .	855 (2)
study of Japanese language on . . . . .	340 (2), 343
<b>Chinese Language—</b>	
interpreter in—retired, &c., within three years of qualification . . . . .	340 (9)
<b>Chocolate—</b>	
duty free in H.M. Ships . . . . .	1884
issue—certificate of weighing on . . . . .	1735
<b>Choir—</b>	
conducting—allowance for . . . . .	1454
instruction of . . . . .	389 (1)
<b>Christmas Day—victualling arrangements on . . . . .</b>	1682 (i)
<b>Chronometer Return . . . . .</b>	1009 (2), (9)
<b>Chronometers . . . . .</b>	1009-1011
battle—safety when preparing for . . . . .	1011
charge of . . . . .	1032
comparisons with—opportunities for . . . . .	980 (2)
damage or loss . . . . .	1009 (5), 1010 (4)
H.M. Ships refitting—return to Chart Dépôt, &c. . . . .	1009 (7)
memorandum of instructions . . . . .	1010 (5)
winding and care of . . . . .	1010
<b>Church Services—allowances to ministers for conducting . . . . .</b>	1412
<b>Churches—Chaplain may assist in . . . . .</b>	61
<b>Cigars—receipt on board—record of . . . . .</b>	845
<b>Cigars and Cigarettes—duty free in H.M. Ships . . . . .</b>	1886
<b>Cinque Ports—Lord Warden—salute, particulars of . . . . .</b>	69 (L)
<b>Civil Employment—</b>	
counting for naval purposes . . . . .	239
officers holding—conditions as to . . . . .	App. XIV.
officers in—drawing of half or retired pay and pensions by . . . . .	2017
<b>Civil Establishment—</b>	
Commander-in-Chief's authority over . . . . .	457
definition . . . . .	page 6 (Vol. II.)
officers—maximum period of shore employment for . . . . .	243
"superintendent"—definition of, for certain purposes . . . . .	460
vacancies abroad—temporary arrangements . . . . .	458, 459 (5), (6)
<b>Civil Establishments Abroad without Superintendents—</b>	
alterations in staff, pay, &c. . . . .	459 (7)
authority of senior officer in absence of Commander-in-Chief . . . . .	464
cash and cash accounts—inspection, rendering, &c. . . . .	459 (9-16)
cash—obtaining supplies of . . . . .	459 (8-10)
economical administration of . . . . .	459 (3)
local audit and stocktaking . . . . .	463
misconduct of officers . . . . .	459 (6)
officers dying, &c.—replacement of, temporarily . . . . .	459 (5)
preservation of buildings . . . . .	459 (4)
supervision by Commander-in-Chief . . . . .	459-60
supervision of officers . . . . .	459 (2)
<b>Civil Functionary—flag—where flown when embarked . . . . .</b>	111 (3)

<b>vil Officers—</b>	ART., &c.
acting—honours and salutes . . . . .	72 (2)
assistance to—by Commander-in-Chief or senior officer . . . . .	448
baggage conveyed at public expense—scale . . . . .	App. IX. (Pt. II.)
funeral honours . . . . .	153
in India—salutes . . . . .	63
messing contribution for families on passage . . . . .	1535-6
passage for—authority to order . . . . .	1539
passage home in transport or passenger ship—rendering of Form S.1119 . . . . .	1534
salute by foreign ships—return of . . . . .	92 (3)
salutes—particulars of . . . . .	69
<b>ivil Pensioners—</b>	
entry forbidden . . . . .	1959
Greenwich special pensions—conditions as to grant of . . . . .	1967
<b>ivil Pensions—</b>	
naval time counted in certain cases . . . . .	1943 (7)
<b>ivil Power—</b>	
abroad—remonstrance with . . . . .	484
arrest by—for debt . . . . .	813
arrest by—procedure on . . . . .	812
arrest of absentees on another charge—effect . . . . .	801 (3)
assistance to . . . . .	479
assistance to effect arrest, &c., on board . . . . .	811
conviction, &c.—effect upon good-conduct badges . . . . .	741 (2), (3)
conviction, &c.—effect upon pension . . . . .	1941 (1)
conviction, &c.—notation on service certificate . . . . .	830 (10), (11)
conviction by—how borne on . . . . .	775 (2)
conviction entailing absence from ship . . . . .	1362 (2)
conviction of marine by—effect on time for pension . . . . .	1205
conviction of marine by—penalties . . . . .	812 (3-6), 1188 (4)
conviction of ratings by—penalties consequent upon . . . . .	812 (3-6)
Foreign Enlistment Act—assistance on breach of . . . . .	496
imprisonment by—as to effect on character . . . . .	829 (10)
imprisonment by—effect upon claim to medal or gratuity . . . . .	750 (12), 751 (19)
marines convicted, &c., by—penalties applicable to . . . . .	812 (3-6), 1188 (4)
marines imprisoned by—effect on good-conduct medal or gratuity of . . . . .	1192 (21)
pension—effect of conviction upon . . . . .	1941 (1)
process of Consular Court—enforcement of . . . . .	473
refusal of Captain to surrender officer or man to—report . . . . .	813 (6)
trial of man by—officer to attend . . . . .	812 (2)
<b>Civil Service—</b>	
examinations, permission to attend . . . . .	13
<b>Civil Tumults—</b>	
assistance to civil power . . . . .	479
<b>Civilians—</b>	
Court of Inquiry cannot compel attendance . . . . .	703 (3)
<b>Claims—collision—settlement if small . . . . .</b>	573 (5)
<b>Clasps—</b>	
claims for—bringing forward of . . . . .	620 (7)
missing—how dealt with . . . . .	550 (2)
<b>Classification—</b>	
ship's—change in . . . . .	32 (5)
ships—laid down by Admiralty . . . . .	32 (1)
<b>Cleanliness—</b>	
persons and dress—to be ensured . . . . .	552 (1), 620 (2)
ship—measures to ensure . . . . .	554
<b>Clerical Duties—</b>	
extra pay for assisting in . . . . .	1474, 1491 (9)
midshipmen not to do more than is necessary . . . . .	App. X. (Pt. I. Sec. II. (7))
in war-time—modification of procedure . . . . .	34, App. XVIII. (Pt. I.), App. XIX.
<b>Clerk of Court—</b>	
appointment and duties . . . . .	701f, 701i-701l





<b>thing (Men, Generally)—continued.</b>	ART., &c.
marking, record and inspection of	620 (3)
men and boys discharged by purchase—disposal of	602 (9)
men joining ship—record of	620 (4)
new entries—disinfection if necessary	1283
patterns—no deviation allowed	550 (1)
precautions in regard to—when going to warm or cold climate	552 (1), 1286
prices to be charged for	1742
proper for climate	552 (1)
proper—to be worn	620 (2)
rating discharged to hospital—list to accompany	821 (5)
receipts for	1706-8
representations as to	11
return into store—authority for	1714 (2)
return to victualling yard—procedure	1748
sale of—permission required	735
sale or disposal of—on dismissal or discharge for misconduct	759
seizure for debt	813 (5)
ship wrecked, &c.—purchase in case of	616 (2)
special service men	App. XV. (Pt. II.)
stock on board—information to Captain as to	1335
stocks to be maintained	1705 (2-4)
stowage—place of	1723
supplies of—responsibility for obtaining	1332 (3)
supply—maintenance of	1334
supply notes	1706-8
surplus—return into store	1714
surveying—gratuitous issues when engaged on	1416 (6)
surveys upon—when to be held	1837
tenders and prize vessels—responsibility for issues in	1628-30
transactions—responsibility for	1332 (2)
transports or freightships—worn by men in	1223 (4)
ullages—examination and measuring of	1745
unserviceable—disposal of	1823 (2)
unserviceable—disposal on paying off	1749
weights and measures for issue of	1732
wet—men not to remain in	552 (1)
<b>Clothing Account—</b>	
check upon	1743 (8)
war—modified procedure in time of	34, App. XIX. (Pt. V.)
working suits issued to marines—vouchers for	1443
<b>Clothing Gratuities</b>	1436
record of	1562 (2)
ward room officers' and warrant officers' mess servants in	
certain naval establishments at home	1439, 1440
<b>Clothing Issue Book—</b>	
entries in totalling and check of	1743 (8)
period for which retained	1744
<b>Clothing Issue Notes—</b>	
initialling by Divisional officer	620 (5)
notations on and disposal of	1731 (4)
period for which retained	1744
use of	1743
<b>Clothing Room—use and care of</b>	1723
<b>Coal</b>	926-935 (c)
deficiencies after coaling—report of	928 (2)
difference between quantity received and that taken on charge—	
procedure	931 (2), (3)
economical consumption—care to ensure	922
economical consumption—monthly information as to	1849 (6)
economy in—suggestions for	944
expenditure of—attendance to	976 (2)
expenditure upon Colonial service—claims for, or other fuel	1816
extra pay for receiving, &c., in dockyard	1471, 1491 (9)
fire precautions	540 (22)
inspection of shipments	932c

<b>Coal—continued.</b>		ART., &c.
local purchases—avoidance if possible		435 (1)
maintenance of adequate supplies		436
measurement—scale of		1836
paying off—how dealt with on		1117
purchase abroad		932
purchase, local		932
purchases, landing, shipping, &c.—advice and report of		1777
purchases—rules for		1773
quality defective or inferior—report and notation		929
quantities—checking		923b
received direct from a collier away from naval port—receipt for		932b (6)
regulation of demands		436
relative value of different descriptions—report of		942
ship returning home—disposal		435 (2)
ships complete with—responsibility of Flag Officer or Com-		
modore First Class		516
soldiers trimming—extra pay to		1473, 1491 (9)
sources of supply abroad—book of		923 (3)
sources of supply at home ports—book showing		932
storage accommodation at yards and dépôts—return of		932a
supplied from colliers—receipt for, accounting and distribution		931
supplied from lighters—measurement, weighing and other pre-		
cautions		932b (1-5)
supplied—particulars of description to Captain		927 (2)
supply abroad—contracts for and inspection of		932 (2), (3)
supply for culinary purposes		972
supply of—quantity and quality to be checked		927
supply to detached ships—information as to		433
survey upon remains of—scale of measurement		1836
trial—reports of		1806 (9)
trimming—extra issues to persons engaged in		1690 (3), (5)
trimming in bunkers		933a
trimming in bunkers—arrangements for		961
working back—assistance from deck		915 (8)
<b>Coal Bunkers—</b>		
doors—as to closing		542 (3-5)
entering—precautions as to		1084 (2)
filling of—precautions		926
fire precautions		540 (22)
lights to be used		540 (2)
survey of		1074 (2)
temperature when in harbour—report of		977
temperature when under steam—taking of		962
trimming coal in		933a, 961
ventilation after coaling		962 (2)
<b>Coal Sacks—</b>		
fitted with mild steel beackets—precautions		933 (2)
<b>Coaling—</b>		
deficiencies, losses, &c.—report of		928 (2)
extra issues to men		1690 (4), (5)
extra pay for		1491 (9)
ordered by Captain of the Fleet		522
soldiers employed on—conditions, and extra pay		1479, 1491 (9)
ventilation of bunkers after		962 (2)
<b>Coaling Gear—</b>		
collier's—test of		933
condition and stowage of—duties of Boatswain		643 (2)
inspection, care, losses, &c., of		928
repair of		928 (4)
requisition upon collier for		923 (3)
<b>Coaling Plant—naval yards and coaling dépôts—return of, at</b>		932a
<b>Coast Guard (Generally)—</b>		
death of officers or men—arrangements upon		1251 (2)
qualification for and service in		404
special instructions for		406

# Index.

Co

<b>ast Guard (Generally)—continued.</b>	ART., &c.
torpedo lost—information to and look out for . . . .	898 (4)
torpedo—payment of claims for recovery of . . . .	898 (9)
volunteers for—lists of . . . . .	404 (8)
<b>ast Guard (Officers)—</b>	
children—arrangements, in certain circumstances, for education of . . . . .	2009-13
closing accounts—time allowed to Accountant Officers for . . . .	1397 (6)
misconduct or unfitness of—powers of Admiralty in regard to . .	App. XI.
naval and Greenwich Hospital pensions . . . . .	1927-9
widow's pension—service qualification for . . . . .	1986 (4), (5)
<b>ast Guard (Men)—</b>	
discharge afloat for misconduct or at own request . . . . .	405
discharge—age for . . . . .	404 (5)
discharge to—date of cessation of pay . . . . .	1428 (1)
discharge to—pay ticket . . . . .	1599 (1)
embarkation—liability to . . . . .	404 (4)
embarkation—rating held upon . . . . .	405
good-conduct medals and gratuities—award of . . . . .	750 (12), 751 (22)
instructional rates—non-substantive pay . . . . .	404 (3)
misconduct—discharge to seagoing ships . . . . .	405
widows—as to eligibility for pensions . . . . .	2014 (13) (Note)
<b>Cocks—</b>	
drawings showing position of . . . . .	1088
engineer officers' knowledge of—examination . . . . .	330
examination weekly . . . . .	548 (2)
fire service—drawings showing position of . . . . .	541 (2)
information furnished to the engineer officer as to . . . . .	950
seacocks of pumps—opening and closing daily . . . . .	957 (1)
shut in harbour—measures to ensure . . . . .	977
<b>Cocoa—</b>	
duty free in H.M. Ships . . . . .	1884, 1886
morning issue of . . . . .	853 (1)
<b>Codes—</b>	
correction of . . . . .	560a
loss—procedure . . . . .	1847 (8, 8a)
safe keeping of . . . . .	560
<b>Coffee—</b>	
duty free in H.M. Ships . . . . .	1884, 1886
issue and preparation of . . . . .	1735
<b>Coffin—specification for United Kingdom . . . . .</b>	1251 (1b), App. XXI.
<b>Coin Book—</b>	
preservation and care of . . . . .	1605 (1)
use of . . . . .	1602 (5), (7)
<b>Coins—</b>	
foreign—disposal, when ship ordered home . . . . .	1661
foreign may be used for payments abroad . . . . .	1651
foreign—receipts and payments made in . . . . .	1667
foreign—taking up, accounting for, &c. . . . .	1644-5
<b>Colleges—cadets' training—special instructions for . . . . .</b>	406
<b>Colliers—</b>	
dealt with by Captain of the Fleet . . . . .	522
demurrage—procedure when claimed . . . . .	930
gear—requisition for use of, losses, &c. . . . .	928 (3)
gear—test of . . . . .	933
supplies direct from—receipt for, accounting and distribution of .	931, 932b (6)
<b>Collision—</b>	
floating or sunken objects, &c.—report . . . . .	568 (3)
immediate danger of—departure from ordinary steering and . .	
sailing rules permissible . . . . .	1041 (27)
merchant ship—procedure on collision with . . . . .	573
merchant ship—responsibility of naval pilot . . . . .	470a
merchant ship—settlement of small claims . . . . .	573 (5)
precautions in regard to foreign pilots . . . . .	1002
report of—diagrams . . . . .	983a
ship with sides of dock—report of . . . . .	1104

	ART., &c.
<b>Collision Bulkhead</b> —intact—to be kept . . . . .	543 (2)
<b>Collision—Regulations for Preventing</b> . . . . .	1041
alteration of course under—sound signals on . . . . .	1041 (28)
distress signals . . . . .	1041 (31)
fog—observance during . . . . .	619 (9)
harbours, rivers, &c.—special rules for . . . . .	1041 (30)
Lieutenant to be acquainted with . . . . .	622 (2)
lights in compliance with—continuous burning of . . . . .	991
lights—rules for carrying . . . . .	1041 (1-14)
precautions ordinarily adopted not to be neglected . . . . .	1041 (29)
sound signals for fog, snow, &c. . . . .	1041 (15)
speed in fog, snow, &c. . . . .	1041 (16)
steering and sailing rules . . . . .	1041 (17-27)
<b>Collision Stations</b> —	
closing of gunports and armoured doors . . . . .	543 (4)
closing of water-tight doors . . . . .	545 (2)
<b>Collusion</b> —by contractor, &c., to be reported . . . . .	15
<b>Colonel</b> —in command in the colonies—relative rank and precedence . . . . .	222
<b>Colonial Authority</b> —communication with Senior Officer . . . . .	472
<b>Colonial Defence Act, 1865</b> —vessels maintained under—flags flown in . . . . .	122 (2)
<b>Colonial Employment</b> —officers in—drawing of half or retired pay— or pensions by . . . . .	2017
<b>Colonial Ensigns</b> . . . . .	122, 123 (2)
<b>Colonial Government</b> —	
officers employed—bearing on ships' books . . . . .	242 (2)
officers employed by—conditions . . . . .	App. XIV.
officers employed—counting of time . . . . .	242 (1)
work done for—reclaims, notations on ledger, &c. . . . .	1633
<b>Colonial Governor, Lieutenant Governor, &amp;c.</b> —	
assistance—requisitions for . . . . .	448
boat for official visits—provision of . . . . .	100
communication with—by Commander-in-Chief on arrival . . . . .	447
communications with foreign ships through naval officers . . . . .	483
distinguishing flag . . . . .	114 (1) (c)
embarked on foreign mission—flag to be hoisted . . . . .	116 (2)
flags of—when to be flown . . . . .	115-6
honours and respect to . . . . .	139
relative rank with naval and military officers in command . . . . .	222
salute, particulars of . . . . .	69 (II.-IV.)
visits of ceremony—interchange of . . . . .	99
<b>Colonial Merchant Ship</b> —	
ensign and distinguishing flag worn by . . . . .	127 (2), (3)
improper colours worn by—penalties and procedure in regard to . . . . .	129
refusal to hoist national colours—procedure on . . . . .	130 (2)
<b>Colonial Navy</b> —	
allotments on transfer to . . . . .	1598 (7)
officers of—certificate when appointed to H.M. Ship . . . . .	824 (7)
officers of—reports on . . . . .	1851 (7)
<b>Colonial Officials (Generally)</b> —	
honours—not entitled to military . . . . .	139
passage in H.M. Ships—allowance for entertainment during . . . . .	1541, 1547, 1554
salutes—particulars of . . . . .	69
saluting—flag hoisted while . . . . .	95 (2), (3)
ship requisitioned by—coal or other fuel expended in . . . . .	1816
visiting ship—flying of flag . . . . .	115 (c)
<b>Colonial Patent</b> —	
application for . . . . .	415 (7)
<b>Colonial Port</b> —	
dutiable articles at—contract for supplies of . . . . .	1770 (2)
dutiable articles purchased at—action regarding . . . . .	1772 (a)
quarantine—compliance with local regulations for . . . . .	1832
visits of ceremony—interchange on arrival . . . . .	99

<b>Colonial Secretary—</b>	ART., &c.
Senior Officer not to communicate with . . . . .	472
<b>Colonial Ships or Vessels—</b>	
flags, &c., worn by . . . . .	122
stores, provisions, &c. supplied to or received from . . . . .	1812 (5), (6), 1815
time in—counting towards good-conduct badges . . . . .	749
<b>Colonies—</b>	
coal or other fuel expended upon service of . . . . .	1816
dismissal of men in—procedure . . . . .	758 (8), 1173 (2)
flags flown in vessels of . . . . .	122, 123 (2)
pensioners in . . . . .	1957
precedence conferred by Law or letters Patent in certain cases . . . . .	222 (2)
precedence of Royal Family, and naval and military officers in command . . . . .	222
salutes, customary—authority for and number of guns . . . . .	90
salutes in India to Governors and Lieutenant-Governors . . . . .	55 (1), 58
<b>Colour—Men of—</b>	
entry for pension—procedure . . . . .	356
pension—conditions as to grant of . . . . .	356
punishment—deductions from pay for . . . . .	757 (II.) 800
<b>Colours—</b>	
half masting, funerals . . . . .	153b
half masting and rehoisting—record in log . . . . .	1025 (3)
improper—penalties and procedure in regard to . . . . .	129
improper—provisions of Merchant Shipping Act, 1894, in regard to . . . . .	129 (1)
improper—seizure and forfeiture of . . . . .	129
merchant ship's refusal to hoist—procedure . . . . .	130 (2)
merchant ships—when to hoist . . . . .	130 (1)
<b>Combinations—</b> forbidden . . . . .	11 (7)
<b>Combustibles—</b>	
deterioration—precautions against . . . . .	634
labels—authority for alterations of . . . . .	414
<b>Command</b> . . . . .	168-222
absence of Captain—powers and responsibilities of next in command . . . . .	173 (2)
absence of Flag Officer at home—during . . . . .	861 (2)
“Additional” Captains and other military branch officers . . . . .	189
Admiral Superintendent at home transferring command to successor—flags . . . . .	206
assumed in detached ship—change by Senior Officer . . . . .	233
assumed in detached ship—effect of Senior Officer joining ship . . . . .	232 (2)
assumption by supernumerary officer—conditions as to . . . . .	187
assumption of—on death of Commanding Officer of detached ship . . . . .	232 (1)
boats or tenders—officers in . . . . .	176
broad pendant—Captain authorised to wear . . . . .	196-8
cadets—naval . . . . .	214
Captain of the Fleet . . . . .	193
Captains and Commanders . . . . .	207-11
Chaplain of the Fleet and Chaplains . . . . .	215
Chief of the Staff . . . . .	195
Commander acting as Captain of a ship . . . . .	209
Commander's qualifications for command of stationary ship at home . . . . .	265 (3)
Commanding Officers of H.M. Ships—ashore and afloat . . . . .	173 (1)
Commodores . . . . .	198a
Commodore, First Class, in presence of a senior Captain . . . . .	170, 197 (4)
Commodore, First Class, promoted to Flag rank . . . . .	183 (1)
Commodore in presence of a senior Captain . . . . .	170
Commodore, Second Class . . . . .	198 (2)
Commodore, Second Class, or Captain promoted to Flag rank . . . . .	182
definition of the term . . . . .	page 6 (Vol. II.)
Flag Officers, Captains of the Fleet, and Commodores . . . . .	192-206
Flag Officers of same rank serving together—rule as to . . . . .	105
fleet or station abroad—upon death or absence of Commander-in-Chief . . . . .	204-5

**Command—continued.**

ART., &amp;c.

home port or Home Fleets—upon death or absence of	
Commander-in-Chief	203
land forces by Naval Officers and vice versa	25
Lieutenant appointed to act as Captain of a ship	210
Lieutenants and other officers of the military branch	212-4
Marine officers and non-commissioned officers	1135-6
Marine officers—examination in tactical fitness for	1157 (5)
Marine officers with brevet rank	1135 (2-5)
midshipmen	214
navigating officers succeeding to—in absence of Captain	178
non-military branch officers—order of	172 (1)
non-military branch officers over other branches	22
of ship—order in which officers take	171, 172 (1)
of ship temporarily in Captain's absence—command money payable	1402 (3)
of torpedo boats and torpedo boat destroyers—examinations for	324, App. X. (Pt. IV.)
officer appointed to act as Captain—rank and command	209-10
officer appointed to act as Commander of a ship	211
officer borne for special service not to assume without authority	188
officer in chief command disabled in action—procedure	200
officer in chief command killed in action—procedure	201
officer of the watch	174
officers in general	168-91
officers lent	186
officers of non-military branches	215-7
officers on passage—if doing duty	187
order of—generally	172
order of—in the various branches	219
pensioned, retired, &c., officers called into active service	191 (2), (3)
promoted officers	175, 184 (1), (2)
removal from or exchange by superior officer	234
retention in or discharge from—after promotion to Flag rank	182
retired, &c., officers called out	191 (2)
retired officers holding honorary rank—when called out	219
Royal Australian Navy—officers of	191a
senior officer in ship other than his own	185
senior officer promoted to Flag rank	183 (2)
ship wrecked, &c., or captured—power and authority of Captain and others	177
ship's company	218, App. XV. (Pt. I.)
subordinate officers of the military branch	214
transfer of chief command at home to successor—flying of flags	206
troops, &c., embarked for passage	1212
warrant officers qualifying or re-qualifying	338a
<b>Command Money</b>	1402-4, App. L
highest rate—special grant of	1404
navigating allowance not payable in addition	1407b (3)
rates of	App. I.

**Commander—**

acting—appointment in detached ship	232 (1), 233
acting as Captain of a ship—rank and command, pay, &c.	209
acting—assumption of rank by senior Lieutenant	232 (1)
acting—rank and command	211
acting time—how counted	244
assumes command of detached ship on death of Captain	232 (1)
attendant—employment of Marine as	1179 (6)
command money paid to	1402, App. L
command of stationary ship at home—qualifications for	265 (3)
commanding—removal or exchange ordered by superior officer	234
death of Captain of detached ship—action to be taken on	232 (1)
death when in command of detached ship—procedure	232 (1)
definition of	268
entertaining allowance	1402a
funeral honours when in command of a ship	151
gunnery course	320
honours and marks of respect accorded to	135
in command of naval forces in a colony—rank and precedence	222

<b>Commander—continued.</b>	Art., &c.
in command of ship—flags which are forbidden	121
in command of ship—keeping of separate table	837 (3)
navigating allowance	1407b
Navigating Lieutenant promoted—duties	323 (7)
paying off—disposal	1129
pilotage for first-class ships—examination in	323 (9-15)
promotion for gallantry in action	265 (2)
promotion—half-yearly recommendations	515
promotion of Lieutenant (E.) to	326 (4)
promotion to rank of—service in warrant, &c., rank does not count for	245
qualifications for rank of	266
rank and command—order of	169, 171, 172 (1)
signal and fleet tactics course	318
staff appointments—employment continuously in	224a (4)
supplementary Lieutenants promoted to rank of	266 (4)
torpedo course	319
visits of ceremony—interchange with foreign naval officers	96
war course for	317
<b>Commander (E.)—appointment and promotion</b>	326 (4), (6)
<b>Commander (E†.)—appointment and promotion</b>	326 (8), (9)
<b>Commander for Navigating Duties—</b>	
additional pay—conditions as to	180 (2)
command of ship in absence of Captain	178
<b>Commander in Charge, Bermuda—</b>	
considered a Superintendent	460
<b>Commander-in-Chief—</b>	
abroad—procedure on death or absence	204-5
abroad—supervision of civil establishments or medical without superintendents	459-64
acting appointments—authority to make	231 (1)
allowances	1379-86, 1390, App. I.
anchors and cables lost—responsibility for recovering	584 (1)
arrival on station—communication with Governors, Ministers, &c.	447
assistance to civil and military officers	448
assuming command—issue of Station Orders	420 (1)
books for use of—charge and account of	1807
Captains—acquaintance with capabilities of	419
civil or medical establishments—authority over	457-460
civil power—aid to	479
communications with colonial authorities	472
contingent expenses—repayment	449
correspondence	451
death—disposal of staff and servants	456
defects—inquiry to be ordered	568 (2)
definition of term	page xi. (Vol. I.)
delegation of routine duties to Captain of the Fleet	521-2
detached ships—reports of movements, &c.	422
disabled in action—procedure	200
disciplinary court—assembly of	701g
duties generally	419-65
duties generally of Senior Officer present	466-8
expiration of appointment—attendance at Admiralty on	455
Foreign Enlistment Act—duties in regard to	496
foreigners—relations with	480-96
giving up command—documents and information to successor	454
H.M. Yachts—relations with	467
honours and marks of respect accorded to	131
killed in action—procedure	201
legality of Court-Martial proceedings or sentence—action in case of doubt	700 (3), 701a (viii)
local supplies authorised by—observance of regulations	435
officer seriously ill—report	575 (1)
officers—acquaintance with	419
officers and men retained on paying off	450
orders to superintendents—procedure when objected to	457



<b>Commander-in-Chief—continued.</b>	ART., &c.
pay—commencement and cessation of	1375-6, 1378
proceedings of Court Martial—scrutiny of	700 (3)
recommendations for promotion	515
relative rank and precedence in the colonies	222
religious ministrations—arrangements for	715
reports and returns generally	452
responsibility for safety of fleet, &c.	28
returns to be rendered by	App. XVIII. (Pt. II.)
servants—allowance in lieu of	1390, App. I.
ships—acquaintance with	419
South America Station—when allowances payable	1380
special and particular duties of officers	36
standing orders for	420 (1)
striking flag—books, accounts, &c., to be signed	35
supersession—privileges while still on the station	230
table money	1379-86, App. I.
transfer of command at home to successor—flying of flags	206
transfer of command to successor—table money and allowances on day of	1386
vacancy for—Captain of the Fleet assuming chief command in	184 (1)
vacancy for—Chief of the Staff assuming chief command in	195 (3)
visits of ceremony—interchange with foreign naval officers	96
Warrant Officers, junior—training as Officer of the Watch	
responsibility for	335a
water-tight compartments—test of	544 (1)
<b>Commander-in-Chief, East Indies—</b>	
precedence in India	221
salute in Indian waters	61 (1)
salute to senior's flag	61 (1)
<b>Commander-in-Chief, Home Fleets—death or absence—command of successor</b>	203
<b>Commander-in-Chief of Home Ports—</b>	
absent—arrangements for carrying out duties	513 (3)
authority over ships and officers not specially placed under his orders	498 (1)
death or absence—command of successor	203
duties generally	497-514
residence—termination of	514
ships and officers under orders of	498 (1), 513 (1), (2)
transfer of command to successor—flying of flags	206
<b>Commanders of Orders—</b>	
insignia, wearing of	167
<b>Commanding Officer—</b>	
absence of Captain—powers and responsibilities of next in command	173 (2)
absence from ship—command money	1402 (3)
command money	1402-4, App. I.
correspondence of—how to be addressed	1863
death in detached ship—procedure	232 (1)
definition of the term	page xii
diverted from service by a senior officer	408
flags which are forbidden	121
interference with by a senior officer	493
meeting a senior officer—action on	407
mess traps—supply of	840
pilotage allowance where no navigating officer is borne	993 (2)
precedence over all non-military branch officers in ship, &c.	216
rank and precedence ashore and afloat	173 (1)
removal or exchange ordered by superior	234
salute to flag or broad pendant	74
torpedo boat or destroyer—delegated authority to punish	753(1), (f)
visits of ceremony—interchange with foreign naval officers	96
<b>Commission—</b>	
officers appointed by—list of	223 (1)
resignation of—application for	256
retired rank—not required for	223 (4)

<b>Commission on Purchases—</b>	ART., &c.
Consul—for local purchases, to . . . . .	1772 (f)
purchases of provisions, &c.—when allowed upon . . . . .	1659
<b>Commissioned Boatswain—</b>	
promotion to—commission required for . . . . .	223 (1)
promotion to Lieutenant—eligibility for . . . . .	299
rank and command—order of . . . . .	169, 171
store allowances . . . . .	1417, App. VII.
vacancy for—acting appointment in . . . . .	233
waiting disposal—where borne . . . . .	229 (1)
<b>Commissioned Electrician—</b>	
paying off—disposal . . . . .	1129
promotion to—commission required for . . . . .	223 (1)
vacancy for—acting appointment in . . . . .	233
waiting disposal—where borne . . . . .	229 (2)
<b>Commissioned Engineer—</b>	
promotion to—commission required for . . . . .	223 (1)
promotion to Engineer Lieutenant—eligibility for . . . . .	281 (2), 299
vacancy for—acting appointment in . . . . .	233
waiting disposal—where borne . . . . .	229 (1)
<b>Commissioned Gunner—</b>	
paying off—disposal on . . . . .	1129
promotion to—commission required . . . . .	223 (1)
promotion to Engineer Lieutenant—eligibility for . . . . .	299
rank and command—order of . . . . .	169, 171
store allowances . . . . .	1417, App. VII.
vacancy for—acting appointment in . . . . .	233
waiting disposal—where borne . . . . .	229 (2)
<b>Commissioned Instructors in Cookery—duties of . . . . .</b>	1338 (8)
<b>Commissioned Mechanician—</b>	
promotion to—commission required for . . . . .	223 (1)
promotion to Engineer Lieutenant—eligibility for . . . . .	281 (2)
qualifications for . . . . .	298 (3)
vacancy for—acting appointment in . . . . .	233
waiting disposal—where borne . . . . .	229 (1)
<b>Commissioned Officer from Warrant Rank—</b>	
acting appointments in other ranks—ineligible for . . . . .	231 (2)
address—notation of, on discharge from ship abroad . . . . .	412
appointment of . . . . .	298
children—arrangements, in certain circumstances, for education of . . . . .	2009
children—compassionate allowances to . . . . .	1998–2005
discharge abroad—as to pay, bearing on ship's books, &c. . . . .	1357 (2)
dismissed the Service—compassionate allowance . . . . .	App. XI. (6a)
examination for the rank of Lieutenant . . . . .	App. X. (Pt. XIa, Sec. II.)
First Lieutenant's allowance . . . . .	1406 (7)
gallantry and daring—promotion for . . . . .	299 (2)
injury or insanity due to Service, &c.—pay . . . . .	1353 (2)
list of . . . . .	page 7 (Vol. II.), 223 (1)
losses of clothing, &c.—compensation for . . . . .	App., VIII.
misconduct after retirement . . . . .	2017 (2)
misconduct—effect upon pension . . . . .	1915 (g), (h)
misconduct or unfitness of—powers of Admiralty for dealing with . . . . .	App. XI.
naval and Greenwich Hospital pensions . . . . .	1927–9
navigating allowance . . . . .	1407b (6)
outfit gratuity . . . . .	1420 (1)
pay—cessation of . . . . .	1399 (3)
pay, commencement of higher rate . . . . .	1393
paying-off—disposal on . . . . .	1129
promoted on retirement—pay and allowances when recalled to active service . . . . .	191 (3)
promoted to Lieutenant—counting of time . . . . .	245
promotion to Lieutenant—eligibility for . . . . .	299, App. X. (Pt. XIa)
rank and command—order of . . . . .	169
sick leave—pay and where borne during . . . . .	1396 (5)
specialist allowances . . . . .	1407a
specialist duties performed by non-specialist . . . . .	1407c

<b>Commissioned Officer from Warrant Rank—continued.</b>	ART. &c.
store allowances	1417, App. VII
time, confirmed and acting—how counted	254 (1)
vacancy for—acting appointment in	231 (1) (4), 223
vacancy for—filling of	231 (1b)
waiting disposal—where borne	229 (1-2a)
widow's pension—service qualification for	1988 (3), (4)
wines, spirits, &c.—issue of	845 (6), (7)
wounded in action, &c.—pay	1352 (3)
wounds or injuries—compensation for	1912-4
wounds or injuries—pensions for	1900, 1902
<b>Commissioned Officer from Warrant Rank, R.M.—</b>	
list of	page 7 (Vol. II)
promotion to Commissioned Rank	1154d, 1154e
promotion of Warrant Officers, R.M., to	1154c
retirement—age for	1210
pensions	1210
<b>Commissioned Officer from Warrant Rank and above—</b>	
list of	page 7 (Vol. II)
wine bills—limit for	845
<b>Commissioned Officers—</b>	
list of	223 (1)
titles—note as to revision	page 9 (Vol. II)
<b>Commissioned Ordnance Officer—</b>	
disposal on paying of	1129
<b>Commissioned Shipwright—</b>	
allowance during foreign service leave	1398 (9)
promotion to Shipwright Lieutenant—eligibility for	299
promotion to—commission required for	223 (1)
service—how to count on promotion	252
store allowances	1417, App. VII
vacancy for—acting appointment in	233
waiting disposal—where borne	229 (1)
<b>Commissioned Signal Boatswain—</b>	
paying off—disposal	1129
promotion to—commission required for	223 (1)
promotion to Lieutenant—eligibility for	299
rank and command—order of	169
waiting disposal—where borne	229 (1)
<b>Commissioned Supply Officers—duties of</b>	1338 (7)
<b>Commissioned Telegraphist—</b>	
paying off—disposal	1129
promotion to—commission required for	223 (1)
rank and command—order of	169
vacancy for—acting appointment in	233
waiting disposal—where borne	229 (2)
<b>Commissioned Writers—duties of</b>	1338 (6)
<b>Commissioner and Consul-General—</b>	
flag—distinguishing afloat	114 (1b)
flag—flying of	115-6
relative rank with naval officers	98 (a)
<b>Commissioner (Colonial)—</b>	
definition of term in connection with visits of ceremony	99 (7)
flag—flying of	115-6
of Provinces in India—salute	55 (1), 58
of Somaliland—salutes and visits	69 (II.), (Remarks)
of Wei-hai-Wei—salutes and visits	69 (II.), (Remarks)
salutes—particulars of	69 (III)
visits of ceremony—interchange of	99
<b>Commissioning and Recommissioning—</b>	
abroad—conveyance of mess stores at public expense	App. IX. (Pt. I)
abroad—stores required	1801
alterations after—applications to be avoided	523 (3)
alterations and additions required at another port on	1095
alterations and additions required on	1094 (1)
armament, gunner's stores, &c.—warrant for and receipt	625

<b>Commissioning and Recommissioning—continued.</b>	ART., &c.
chronometers and watches—supply of . . . . .	1009
disposable officers and men at home port used to facilitate . . . . .	508
drafting of men on . . . . .	102
drawings and plans supplied on . . . . .	1066-8
fitting out and refitting for . . . . .	1052-85
fittings—test of . . . . .	500
flags worn on . . . . .	118, 119
gunnery and torpedo gear—trial of spare, before commissioning . . . . .	880 (2)
hastening of equipment on . . . . .	524 (1)
inspection on—at home ports . . . . .	423 (4-9)
medical supplies on . . . . .	1288
officers appointed on—time of joining . . . . .	1347 (2)
ordered—information to heads of local departments . . . . .	512
paying-off for—disposal of unserviceable provisions victualling stores, &c., on . . . . .	1749
responsibility of Commander-in-Chief at home ports . . . . .	498 (1)
returns to be rendered before sailing . . . . .	506
ship's agent—appointment of . . . . .	1065
station orders, &c.—supply and correction of . . . . .	571
storekeeping officers and yeoman of stores—retention temporarily . . . . .	1397 (7), (8)
strops for laying out bower anchor—duties of boatswain on commissioning . . . . .	643 (2)
swinging ship on . . . . .	1004
trial of ship—indicator diagrams taken during . . . . .	951
tuberculosis—notes upon men under observation for . . . . .	1294 (9)
weights—rendering of return of . . . . .	1066
<b>Committal Order—for imprisonment or detention . . . . .</b>	<b>773 (1)</b>
<b>Committee Allowances . . . . .</b>	<b>1492, 1493</b>
Admiral Superintendents—payable to . . . . .	1382 (1)
Chaplain—scale for . . . . .	680
<b>Committees—</b>	
command money not payable while serving on . . . . .	1402 (1)
formation for purpose of complaint forbidden . . . . .	11 (7)
subsistence allowance to half-pay officers on . . . . .	1506 (5), (6)
<b>Commodore—</b>	
allowances payable to . . . . .	1379-90, App. I.
broad pendant—wearing in presence of all Flag Officers, &c. . . . .	198a
court-martial—order of sitting on . . . . .	670
directing operations for disabled senior—flying of pendant . . . . .	200
distinction between first and second class . . . . .	196
flags which are forbidden . . . . .	121
foreign—salute . . . . .	76
foreign—salute on meeting . . . . .	79
funeral honours when dying on service . . . . .	150
hauling down of flag—special report on War Staff Officers . . . . .	224a (5)
honours and marks of respect accorded to . . . . .	134
illness—striking of broad pendant . . . . .	205a
killed in action—procedure . . . . .	201-2
leave of absence—on home service . . . . .	861
passing in boat—honours and marks of respect . . . . .	137
pay—commencement and cessation of . . . . .	1375-6, 1378
pay—deductions from . . . . .	1373-4
pendant displaced by other flag, &c. . . . .	111
pendant flown ashore—authority for . . . . .	110
rank and command—order of . . . . .	169, 172
R.N. Barracks on supersession—reports on Officers . . . . .	1851 (4a)
salute—particulars of and occasions of . . . . .	69 (XVIII.), 74
senior Captain—rank and command when in presence of . . . . .	170
temporarily succeeding to chief command—table money . . . . .	1383-4
two of same class present—distinguishing pendant . . . . .	109
vacancy for—Chief of Staff assuming command in . . . . .	195 (3)
visits of ceremony—interchange with foreign naval officers . . . . .	96
<b>Commodore of the First Class—</b>	
appointment . . . . .	197 (1), 22
appointment abroad . . . . .	226
assuming chief command—appointment of Captain of the Fleet . . . . .	194 (2)

	ART., &c.
<b>Commodore of the First Class—continued.</b>	
distinction from Commodore, Second Class . . . . .	196
duties generally . . . . .	516-20
establishment allowance . . . . .	1386a
pendant—distinguishing . . . . .	106
promoted to Flag rank abroad—procedure . . . . .	183 (1)
rank and command . . . . .	198a
rank and command in presence of senior Captain . . . . .	170
removal on board another ship . . . . .	199
succeeding temporarily to chief command abroad . . . . .	204-5
table money rates . . . . .	1379
table money on temporarily succeeding to Chief command . . . . .	1384
table of—officers to be entertained at . . . . .	1385
transferred to another ship . . . . .	197 (3)
<b>Commodore of the Second Class—</b>	
allowance in addition to table money . . . . .	1387
appointment . . . . .	198 (1)
arriving on a station temporarily commanded by a junior . . . . .	204 (2)
broad pendant—where it may be flown . . . . .	198 (1)
Command money . . . . .	1402
definition of . . . . .	198 (1)
distinction from Commodore, First Class . . . . .	196
leave—table money during . . . . .	1388 (2)
on board ship other than his own—pendant . . . . .	185
pendant—distinguishing . . . . .	108
promoted to Flag rank abroad—procedure on . . . . .	182
succeeding temporarily to chief command abroad—procedure . . . . .	204-5
table money rates . . . . .	1379
temporary assumption of rank of—allowances during . . . . .	1388
<b>Commodore, Hong Kong—considered a Superintendent</b> . . . . .	460
<b>Communications—</b>	
Colonial authorities with Senior Officer . . . . .	472
direct with other services, &c., forbidden . . . . .	12
foreign local authorities or consuls . . . . .	485
Governors with foreign ships of war through naval officers . . . . .	483
officers on half pay or leave—provision for . . . . .	412 (3)
on emergency—conveyance of . . . . .	570 (2)
with other services, &c.—procedure . . . . .	12
<b>Communion, Holy—</b>	
bread and wine for—supply of . . . . .	1726
plate—custody of . . . . .	651 (2)
<b>Commutation</b> . . . . .	1930
compassionate allowances to children born after . . . . .	2004
<b>Companies—directorships of—holding by officers</b> . . . . .	16 (2)
<b>Companions of Orders—</b>	
badges and medals—wearing of . . . . .	167 (7-8)
<b>Company Conduct Sheet—</b>	
class for conduct—notation in . . . . .	782 (5)
class for leave—notation of . . . . .	785 (2), 788 (2)
conviction by civil power—notation of decisions upon . . . . .	812 (6)
entries on—consideration of, when assessing character . . . . .	825
keeping, use and disposal of . . . . .	1182
<b>Compartments of Ships—</b>	
close—extra pay for work in . . . . .	1475
drying of—for painting, &c. . . . .	1083
painting or cleaning—precautions . . . . .	1084
<b>Compass Bearings—deviation—to be corrected for</b> . . . . .	986
<b>Compass Journal—</b>	
deviation on swinging ship—record of . . . . .	1004 (5)
keeping and disposal of . . . . .	1004 (7), 1024
variations of compass—system for observing . . . . .	1023
<b>Compass Return—rendering of and information to be furnished</b> . . . . .	1004 (5), (6)

		ART., &c.
<b>Compasses—</b>		<b>App. X.</b>
adjustments—Acting Sub-Lieutenants' instruction in		(Pt. II. (7) )
battle—care of, when preparing for		1007
deflection—precaution against		1023 (3)
demands for and charge of		1031
deviation		1003 (1)
deviations—record and return of		1004 (5)
electrical fittings, &c.—precautions regarding		1005
errors and variation of—detection and return of		1023
errors—record of		1024
errors—swinging ship to ascertain		1004
exposed to sun—hoods to be shipped		1003 (5)
lifeboats to be supplied with		619 (5)
moving—precautions on		1006
paying-off—readiness for further use after		1031
positions, and care of		1003 (2-5)
stowage		1003 (4)
swinging ships for adjustment of—extra pay for		1472
variation—daily information to Captain		1020
<b>Compassionate Allowance (Children)—</b>		
age for discontinuance in ordinary cases		2000
aggregate for family—maximum limit		2005
applications for		1980
award in certain circumstances when educated at expense of		
Greenwich Hospital		2001
commutation of retired pay—to children born after		2004
conditions of award and information as to scale		1998
education at expense of Greenwich Hospital—award in addition to		2001
increase by Order in Council—application of		1982
ineligibility—causes of		1998 (3), 1999
infirm children over usual age limit		2000
motherless children		1998 (2), 1999
payment—when made		2003
resigned or retired officers killed on service		1979
Surgeon temporarily employed—to children or other relatives		App. XII.
widow's remarriage does not affect		2002
<b>Compassionate Allowance (Officers)—dismissal from Service—</b>		
may be awarded after		App. XI.(4)(6a)
<b>Compensation—</b>		
marine servants—in lieu of clothing		1179 (13)
marines—allowance in lieu of clothing		1164 (12)
record of credit of		1562 (2)
second class for conduct—no deduction when in		780 (4)
shore appointments—allowance to persons serving in		1591
<b>Compensation for Losses—</b>		
Chaplain—scale for		660
scale exceeded in special cases		1559 (2)
scale of		App. VIII.
<b>Complaints—</b>		
arrest—made by officer relative to		722 (1)
canteen—made in regard to		856 (7)
combinations for purpose of, forbidden		11
dinners—Lieutenant to inquire as to		853 (2)
hasty—to be discouraged		754 (1)
individual, authorised		11
inspections—inquiry by Commander-in-Chief at		424 (10)
investigation of		754 (1), (2)
investigation of—removal of hat or cap at		148 (3)
letters making—assistance to men in preparing		8 (2)
letters making—how dealt with		9
Marine Officer—attendance at investigation		1181
procedure for making—explanation to new entries		361
<b>Complement—</b>		
changes in		32 (4), (5)
established by Admiralty		32 (4)
ledger—classification in		1562 (7), (8)

		ART., &c.
<b>Complement—continued.</b>		
reduction of—pay of officers discharged abroad upon		1357
reduction—pay of petty officers, &c., when sent home on account of		1428 (2)
supernumeraries transferred to vacancies in		373
temporary vacancies—as to advancement to acting ratings in		384
vacancies—filling of		430
vacancies for officers—filling of		231 (1)
<b>Composition :—</b>		
anti-corrosive—demand for		1071 (a)
application to plating		1071
supply and use for ship's bottom		540 (11)
<b>Compressed Air Service—</b>		
responsibility for		946a
<b>Conduct—</b>		
bad conduct—avoidance and repression of		6
badges for good		740-9
class for—notations of	781 (2), (3)	830 (1), 1563 (3)
class for—record of		782 (5), 826 (2)
classification for—on entry and re-entry		781 (2)
disorderly—prevention of		815 (6)
distinguished—advancement of rating for		377
first class for—finality of decision as to restoration		832 (6)
first class for—restoration of marine for gallantry, &c.		1185
first class for—restoration to		782
marines—classification of		1180-5
marines—classification on entry		1183 (2)
marines—record of class of	1182 (1), 1183 (4),	1186 (2)
marines—reduction to second class and restoration to first		780-2, 1183 (3)
notation in conduct book		826 (1), (2)
officer's certificate of		824
qualifying for badges		741 (3), (4)
ratings classified for		App. XV.(Pt.I.)
record kept by divisional officer		620 (1)
reports on—by divisional officer		620 (6)
second class for—conviction by civil power may entail		812 (5)
second class for—disrating may be accompanied by		776 (2)
second class for—effect upon character		829 (9)
second class for—effect upon claim to good conduct medal and gratuity		750 (4), (5), 751 (4), (5)
second class for—effect upon non-substantive ratings qualifying or requalifying		401 (3)
second class for—forfeiture of medal may be entailed by		778 (3)
second class for—leavebreakers liable to		793 (4)
second class for—reduction to		757, 780-1
second class for—time does not count for badge purposes		741 (2)
superiors'—remarks or criticism on		10
superiors to set example to others		5
towards superiors, to be respectful		5
<b>Conduct Sheet—</b>		
class for conduct—notations in regard to		782 (1), (5)
class for leave—record of		785 (2), 788 (2)
conviction by civil power—notation of decision upon		812 (6)
discharge to ship—to accompany on		1841
disposal of		826 (3)
entries in—consideration of, when assessing character		825
inspection—production at		424 (6)
new—initialling by accountant officer		826 (6)
new sheet—when to be made out		826 (3)
ratings on passage—notation		826 (5)
recommendation for medal or gratuity—notation—when withheld		750 (12), 751 (17)
record as to badges, &c., to be transferred to new sheet		826 (6)
suspended sentence—notation		700b (14), 775a (10)
<b>Confession—</b>		
admissibility, as evidence at court-martial		691a (iv)
false—of absence without leave or desertion		804 (6)
written record of		754 (8)

	ART., &c.
<b>Confidence</b> —breach of . . . . .	411
<b>Confidential</b> —use of the term . . . . .	1866 (aa)
list of apparatus to be regarded as . . . . .	538 (3)
<b>Confidential Books</b> . . . . .	1847
destruction of . . . . .	1848
inspections—production at . . . . .	424 (17)
personal copies . . . . .	1847 (2)
ship wrecked, &c.—preservation and disposal . . . . .	616 (1)
<b>Confidential Documents</b> —	
destruction of . . . . .	1848
inspections—production at . . . . .	424 (17)
<b>Confidential Reports</b> —marking of . . . . .	411
<b>Confined Spaces</b> —	
extra pay for work in . . . . .	1475
lights to be used . . . . .	540 (2)
painting or cleaning—precautions . . . . .	1084
portable lamps—precautions to be observed . . . . .	540 (6)
<b>Confirmation in Appointment (Men)</b> —dealt with by Captain of the Fleet . . . . .	522
<b>Confusion</b> —checking of—responsibility of Lieutenant . . . . .	617
<b>"Consent" Paper</b> —disposal of . . . . .	364 (2)
<b>Conspicuous Gallantry Medal and Annuity</b> —	
annuity may accompany . . . . .	159 (2), (7-9)
award—persons eligible and conditions . . . . .	159 (1)
gratuity to holders on discharge, &c. . . . .	159 (3)
marines—award to . . . . .	1194
rules and ordinances . . . . .	157
<b>Consul</b> —	
anchors or cables lost—information as to . . . . .	584 (3)
assistance by naval officers . . . . .	473
communication with—by Commander-in-Chief on arrival . . . . .	447
flag—distinguishing afloat . . . . .	114 (1 (d))
local purchases—consultation with or employment for . . . . .	1772 (b), (f)
passage in H.M. Ships and entertainment of . . . . .	1540 (2), 1541
relative rank with naval officers . . . . .	98 (c)
salute—particulars of . . . . .	69 (x)
<b>Consul-General</b> —	
flag—distinguishing afloat . . . . .	114 (1 (d))
relative rank with naval officers . . . . .	98 (b)
salute—particulars of . . . . .	69 (ix)
<b>Consular Agents</b> —	
flag—distinguishing afloat . . . . .	114 (1 (d))
relative rank with naval officers . . . . .	98 (e)
<b>Consular Court</b> —assistance by naval officers . . . . .	473
<b>Consular Officers</b> —	
assistance—requisitions for . . . . .	448
boat for official visits—provision of . . . . .	100
exchange of visits of ceremony with . . . . .	98
flag—flying of . . . . .	115-6
passage in H.M. Ships—allowance for entertainment during . . . . .	1541, 1554
relative rank with naval officers . . . . .	98 (e)
saluting—flag hoisted during . . . . .	95 (2), (3)
visiting ship—flag flown . . . . .	115 (c)
<b>Contempt</b> —witness at court-martial . . . . .	689
<b>Contingent Account</b> —Commander-in-Chief's—repayment . . . . .	449
<b>Continuous Service</b> —	
age limit for entry . . . . .	363 (1)
bedding and kit on entry or re-entry for, or transfer to . . . . .	1738
engagement—time as rigger counts . . . . .	1126 (3)
entry for—documents, notations, &c., on . . . . .	364
expiration of engagement abroad—men remaining after . . . . .	371
expiration of engagement at home—discharge from ship's books . . . . .	597



<b>Continuous Service—continued.</b>		ART., &c.
first entry for	-	363 (1), (2)
foreigners not to be entered for	-	356
men and boys—disposal on paying off	-	1129
men and boys who must engage for	-	363 (1)
non-continuous men transferred to	-	364 (3)
period of engagements for	-	363 (2), (4)
ratings in which allowed or compulsory	-	App. XV. (Pt. I.)
reckoning of time for	-	page 7 (Vol. II.)
re-entry of invalided and discharged men	-	368
re-entry of time-expired men	-	364 (4)
transfers from special service	-	391 (6), App. XV. (Pt. II.)
<b>Contractors—</b>		
apparatus of confidential nature—communications as to	-	538 (3)
charges for repairs—precautions in regard to	-	1093 (2)
dealt with by Captain of the Fleet	-	522
fraud, &c., by—to be reported	-	15
stores supplied to—for repair purposes	-	1093 (3-7)
testimonials to and fees or gratuities from—forbidden	-	1788
virtualling stores supplied by—precautions	-	1709
work done for—re-claims on account of	-	1633 (1)
<b>Contracts—</b>		
coal—abroad	-	931
coal—supply at home ports	-	927
cost of preparation—for repairs abroad	-	1093 (11)
interest or advantage in, forbidden	-	16 (1)
replacement of rejected goods supplied under—report	-	1778
stores and provisions—for supply locally	-	1770-1
supplies abroad—tenders for	-	437
<b>Convalescents—</b>		
unfit—discharged from hospital to ship	-	1244 (3)
unfit for certain duty—report to Captain	-	1281
<b>Convening Authority—</b>		
duties of	-	667-8, 701a, 701f
meaning of term	-	page xiii (Vol. I.) 701b
<b>Conveyance—from abroad—arrangements for delicate instru-</b>		
ments, &c.	-	442
<b>Convicts—military—custody while on passage</b>		1213 (13), (14)
<b>Convoy</b>		1044
authority of commanding officer	-	1044
lights permitted	-	1041 (13)
penalty for not taking care of and defending	-	1044
<b>Cook—</b>		
allowance to person acting as	-	App. XV. (Pt. III.) (3)
C.P.O.'s or P.O.'s messes	-	852 (3), (5)
promotion of	-	381-2
<b>Cook Ratings—</b>		
extra pay for breadmaking	-	4704 (3)
Marines—transfer to	-	1178 (4)
wages, prize shares, qualifications, &c.	-	Ap. XV. (Pt. I.)
<b>Cooking—coal and wood for—supply of</b>		972
<b>Coolies—trimming coal in bunkers—employment on</b>		933a
<b>Cooper—</b>		
advancement to Chief	-	381-2
control of	-	340
messing of	-	352 (4)
paying off—disposal on	-	129
wages, prize shares, qualifications, &c.	-	App. XV. (Pt. I.)
<b>Cooper's Crew—control of</b>		440
<b>Cordite—receipt or landing of—notice of readiness for</b>		462
<b>Cork—compartments containing—examination and care of</b>		79
<b>Coroner—information as to inquest necessary</b>		77 (1)

<b>Corporal Punishment—</b>	Art., &c.
accompanying punishments . . . . .	757 (II.)
approval for . . . . .	760 (f)
award in absence of Captain . . . . .	765
award summarily . . . . .	757, 760-6
consequent penalties . . . . .	764
courts-martial—powers of award by . . . . .	766
definition of . . . . .	763
inquiry before award . . . . .	761
marines with good-conduct badges . . . . .	1191
maximum award of . . . . .	760 (a)
mutiny—immediate award for . . . . .	760 (b)
mutiny—procedure for award in case of . . . . .	762
offences rendering men liable to . . . . .	760 (c)-(e)
persons liable to . . . . .	760 (c), (d)
sentence by court-martial—suspension of . . . . .	699a (i)
suspended . . . . .	699a (i) (Note), 760 (Note)
warrant for . . . . .	761 (2)
<b>Correspondence—</b>	
Admiralty—general instructions for conducting with . . . . .	1863-6
“Admiralty letter”—definition of . . . . .	1867
arrangements for dispatch and delivery of . . . . .	1873
Colonial authorities with Senior Officers . . . . .	472
Commander-in-Chief's . . . . .	451
“Confidential”—method of addressing, &c. . . . .	1866 (aa)
conveyance in emergency . . . . .	570 (2)
direct with Admiralty—by Junior Flag or Commanding Officer . . . . .	1863
direct with other Departments, &c.—forbidden . . . . .	12
“For Official Use Only”—use of the term . . . . .	1866 (a)
foreign local authorities or foreign consuls . . . . .	485
Governors and foreign ships of war through naval officers . . . . .	483
Junior Flag Officers and others—how to be addressed by . . . . .	1863-4
medical officers with Medical Director-General—procedure . . . . .	1266
officers and men referred to in—particulars of . . . . .	1866 (q)
officers on half pay or leave—provision for . . . . .	412 (3)
officers sleeping out of ship—address . . . . .	862 (2)
official—marking of cover . . . . .	1866 (e)
postal—receipt and despatch of . . . . .	579-82
preparation for despatch . . . . .	1874 (8)
register—keeping and disposal of . . . . .	1846
replies to be prompt . . . . .	1842
routine and unimportant matters—correspondence with Admiralty, &c. . . . .	1863 (2), 1864 (2), 1864a
“Secret”—method of addressing, &c., and use of the term . . . . .	1866 (aa)
Senior Officer's . . . . .	451
ships, &c., at home ports—how transmitted . . . . .	499
ships under another Flag Officer—how addressed . . . . .	1862
store accounts—in regard to . . . . .	1804 (1)
Surgeon Rear-Admiral or Surgeon Captain afloat—how forwarded . . . . .	1262
telegraphic . . . . .	1870-1
with superiors—how to be transmitted . . . . .	1864
<b>Corrosion—</b>	
injury by—detection of . . . . .	1071 (b)
prevention—docking for . . . . .	1102 (1)
prevention of . . . . .	1071 (e)
<b>Corruption—prevention of—display of notice for . . . . .</b>	1793
<b>Corticine—cleaning of . . . . .</b>	1080 (2)
<b>Cotton Waste—stowage and destruction of . . . . .</b>	540 (18)
<b>Council in India—President and Members—salutes . . . . .</b>	55 (1), 59
<b>Course of Ship—</b>	
alteration under Collision Regulations—sound signals on . . . . .	1041 (28)
alterations required under the Collision Regulations . . . . .	1041 (17-27)
change in—instructions to officer of the watch . . . . .	619 (11)
ship not required to give way under Collision Regulations . . . . .	1041 (21)

	ART., &c.
<b>Courses of Instruction</b>	<b>App. X.</b>
command money not payable to officers attending	1402 (1)
gunnery and torpedo	393
officers generally	317-39c
time of officers attending—how counted	241 (3)
warrant officers preparing for—assistance to	662 (2)
<b>Court—</b>	
table money paid during attendance at	1382 (2)
<b>Court-Martial</b>	<b>663-701a</b>
accommodation of officers ordered to a port for	1507
accused—assistance in conduct of case for	665 (2), (3)
accused—desire that witnesses for prosecution may be called	686 (6)
accused—documents to be sent to	672 (2)
accused—forms of oath	683-4
accused—judge-advocate to advise on questions of law	673 (3)
accused may deal with discrepancies in defence	693 (4)
accused, misconduct of—evidence as to	691a (vi)
accused not called upon to plead	679
accused—not examined, &c., by his Friend	678
accused—notice of trial, &c., and documents to be sent to	673 (1)
accused—objections by	675
accused to be protected by judge-advocate	673 (5)
accused's cross-examination of witnesses—postponement	686 (3)
accused's defence	692, 692a, 698
accused's defence—opportunity for	665 (1)
accused's evidence—application of Criminal Evidence Act, 1893	693 (2)
accused's record—to accompany circumstantial letter	664
accused's service certificate—copy to accompany circumstantial letter	664
admission or confession—admissibility as evidence	691a (iv)
advice or information by judge-advocate	673 (4)
affirmation—manner of	683 (4)
Air Force officers and men embarked—arrangements for trial	1213 (4)
application for	663a, 668a
application for—documents to accompany	664
application for—scrutiny by senior officer	664a
army officers or soldiers embarked—arrangements for trial	1213 (4)
army witnesses—expenses of	1681
assembling of—signal for	669 (3)
Captains and Commanders attending—reception of	135
charge—amendment of	694
charge—defect or informality in	673 (3)
charge or charges to accompany circumstantial letter	664
charge—reading of	677
charges—sufficiency and correctness of	667 (1)
circumstantial letter	663, 663a
circumstantial letter—admissibility as evidence	691a (vii)
circumstantial letter—directions in regard to	663, 663a
circumstantial letter—documents to accompany	664
circumstantial letter—not necessary for trial in certain cases	666 (2)
circumstantial letter—reading of	677
circumstantial letter—when necessary	666 (2)
Commander acting as Captain—precedence at	209
constitution and summoning of	669-71
constitution of—objection by accused	676
constitution of—responsibility for	672 (6)
contempt of witness	689
convening authority—definition of	page xiii
convening authority—duties of	667, 668
corporal punishment—recommended not to award	699a (i)
Court of Inquiry—caution as to production and use of proceedings	705
Court of Inquiry—inadmissibility of minutes of	691a (viii)
Court—questions to witnesses by	672 (7)
death sentence by—procedure	700a (i)
defence—discrepancies between evidence of witnesses and statement	693 (4)

**Court-Martial—continued.**

ART., &amp;c.

defence—latitude allowed to accused	692a
defence—opportunity, &c., for preparation of	665
defence or statement in mitigation of punishment—reading of	678
defence—regulations as to	692-3
defence—time for preparation	692
defence—when to be made	693 (1)
deserter's clothing—order for restoration	806 (6)
detention—instructions as to award of	699a (i)
disagreement of members on any point	695
discharge direct from prison to civil life — assessment of character	829 (4)
dismissal with or without disgrace—instructions as to award and forfeitures	699a (v)
disrating by—restoration after	776 (7)
disrating—may be claimed in lieu of summary award in certain cases of	776 (3)
dissolution of	700 (1)
documents or copies admissible as evidence	690, 690a
documents to accompany minutes	690 (2) (d), 701a (i), (iii)
drunkenness—definition, &c., of	691a
evidence—admission of confession made at investigation	754 (6)
evidence as to misconduct, &c., of accused	691a (vi)
evidence—attention drawn by Court to manner of giving	699 (2)
evidence—calling of medical	686 (5)
evidence—documents admissible in	690, 690a
evidence for defence—accused may deal with	693 (4)
evidence for prosecution—summary to accompany circumstantial letter	664
evidence—special directions as to	690, 691a
evidence—inadmissible	691a (iii)-(viii)
evidence—notation on minutes in regard to	699 (2)
evidence of accused—Criminal Evidence Act, 1898, applies	693 (2)
evidence of witnesses unable to attend	687
evidence—sufficiency of	667 (1)
evidence—summary of	664
evidence which is inadmissible	691a (iii)-(viii)
examination of witnesses	685-9
finding	686-8
finding—drawing up signature and reading of	696-7
finding in case of wreck, loss, destruction or capture of ship	686 (7, 8)
finding of "guilty"—procedure	698
finding—persons present at reading of	685 (1)
finding—report to Commander-in-Chief	700 (2)
forfeitures accompanying dismissal from Service—award of	699a (v)
friend of the accused—functions of	678
friend of the accused—person or persons to act as	665 (2), (3)
holding of—general instructions	26
imprisonment—instructions as to award of	699a (i), (ii)
imprisonment or detention—execution of sentence of	700a (iii)
interpreter and shorthand writer—employment of	681
interpreter and shorthand writer—forms of oath	683, 684
interpreter and shorthand writer—objections to	682 (1)
investigation prior to—warning to accused	754 (6)
judge-advocate—allowance	1410 (1), (3)
judge-advocate—appointment of	668 (1)
judge-advocate—definition of	page xiii (Vol. I.)
judge-advocate—documents to be sent to	668 (1), 672 (1)
judge-advocate—drawing up and pronouncement of sentence	700
judge-advocate—drawing up and reading of finding	696-7
judge-advocate—duties of	673
judge-advocate—questions to witnesses	672 (7), 686 (4)
judge-advocate—swearing in	676 (2)
legal adviser—accused may have	665 (2)
legality of—action in case of doubt	700 (3), 701a (viii)
Lieutenant acting as Captain—precedence of	210
loss, stranding or hazarding of ship	690-1a
loss, stranding or hazarding of ship — statements in defence, &c.	693 (5a)
medical evidence—calling of	686 (5)

**Court-Martial—continued.**

	ART., &c.
medical evidence in striking cases	691a (ii)
member—absence of	671
members as witnesses	685 (2)
members—objections to	675 (6), (7), (9)
members of Court of Inquiry—appointment of	703 (5)
members—order in which to sit	670
members—spare	667a (ii)
members—summoning of	669 (2)
members—swearing in	676 (2)
members—voting of	695
minutes of proceedings—disposal	701a
minutes of proceedings—how made up	701a (ii)—(iv)
minutes of proceedings—recording, &c.	673 (6)
minutes of proceedings—scrutiny by Commander-in-Chief	700 (3)
mutiny—trial for	672 (4)
navigation—evidence in regard to	690a
notice to accused of trial	672 (3)
oath—forms and administration of	683-4
objections to members, &c.	675
objections to questions	688
observations by Commander-in-Chief on	701a (ix)
offences in military detention barracks—trial for	730
officer acting as Commander of a ship—precedence at	211
officer deprived of seniority—effect, &c.	699a (iv)
Officer of the Court—appointment of	672 (5)
officer tried by—documents to officiating deputy judge-advocate	668 (1)
officers available—care when only a small number of	663a (iv)
officers dismissed by—re-appointment if required	235
officers eligible to sit—list to president	669 (2)
officers—placing at bottom of the list	699a (iii)
officiating deputy judge-advocate—appointment and documents to	668 (1)
officiating deputy judge-advocate—documents to be sent to	672 (1)
opening of court	675
opinion of the court—ascertaining	695
penal servitude—execution of sentence	700a (ii), (iv)
period of sitting	671a
plea of guilty—acceptance or non-acceptance of	679
preliminary investigation by Court of Inquiry	703 (1)
president—duties of	672
president may make representation on matters arising out of trial	699 (3)
president—objection to	675 (8)
president—selection of	667a (i)
president to report finding and sentence	700 (2)
president—warrant for and documents to	667 (2)
proceedings—examination by Commander-in-Chief	444
proceedings—observations on	701a (ix)
prosecutor as witness	685 (2)
prosecutor—judge-advocate to advise on questions of law	673 (3)
prosecutor—objections by	675
prosecutor—officer to act as	668 (3)
Provost-Marshal	668 (2)
release from arrest does not prejudice trial by	722 (1)
representations on matters arising out of trial	699 (2), (3)
sentence—action when doubt as to legality	700 (3), 701a (viii)
sentence—execution of	700a
sentence of corporal punishment	766
sentence—report to Commander-in-Chief	700 (2)
sentence—scrutiny of proceedings before execution of	700 (3)
sentence—suspension	699a (iia), 700 (3), 700b
sentence suspended—periodical review	700b (15)
sentence suspended—Royal Marines	700b (16)
sentence—voting, drawing up, signature, and pronouncement of	699-700
ship's reckoning—evidence of	690 (c), 691
shorthand notes—reading of, transcript and disposal of	682 (2), (3), 682a
statement in mitigation of punishment	679

**Court-Martial—continued.**

ART., &amp;c.

691a (ii)

striking charges—medical evidence in case of	691a (ii)
subordinate officer tried by—documents to officiating deputy judge-advocate	668 (1)
subsistence allowance of officers ordered to a port for	1507
summary of evidence—inadmissibility of	681a (iii)
swearing in of members and judge-advocate	676 (2)
trial—admission or exclusion of public	674
trial—commencement of	677
trial—further reasons for application for	663a (ii)
trial—procedure at	674-84
trial—procedure preparatory to	663-6
trial—responsibility for conduct of	672 (6)
voting of members	695
waiting trial by—persons sent to hospital while	722 (3)
witness—calling by judge-advocate in certain cases	673 (5)
witnesses—forms of oath	683-4
witness in prison or under detention—procedure in case of	700a (vii)
witness—prevarication of or contemptuous behaviour	689
witnesses—competence of prosecutor and members as	685 (2)
witnesses' conduct—notation in regard to	699 (2)
witnesses—examination and cross-examination by Friend of the Accused	678
witnesses—examination and cross-examination of	686
witnesses—examination of	685-9
witnesses—expenses of army, naval, or marine	1681
witnesses for defence—accused may reply to evidence of	693 (4)
witnesses for defence—when produced, examination and cross-examination	693 (3)
witnesses for prosecution—calling at request of accused	686 (6)
witnesses for prosecution—calling of	680
witnesses for prosecution—list to accompany circumstantial letter	664
witnesses for prosecution—notice to accused of intention to call	673 (1)
witnesses in prison or under detention—procedure	700a (vii)
witnesses may be called by judge-advocate	673 (5)
witnesses—payment of expenses of	673 (2)
witnesses—presence in Court	685 (1)
witnesses—questions when no prosecutor	672 (7)
witnesses—summons for attendance, and expenses	673 (2)
witnesses unable to be present—evidence of	687
wreck, loss, capture, &c., of ship—direction as to pay	1355
wreck, loss, destruction or capture of ship—procedure	666

**Court-Martial Return—**

quarterly reading of	729
suspended sentence—notation of	700b (13)

**Court, Naval****Court of Inquiry—**

accidental death or serious bodily injury	576
accidents and serious defects to ship	568 (2)
bad shooting at Battle Practice or Gunlayers' Test	425 (4)
caution to person likely to incriminate himself at	703 (9)
defects in machinery or boilers which necessitate putting into port	920 (2)
difference of opinion among members	703 (11)
disrating—after summary award in certain cases	778 (3)
duties and powers of	702
loss of torpedo	898 (8)
loss or hazarding of ship—procedure	703 (10)
members—as sitting on Court-Martial	703 (5)
minutes of proceedings—caution as to production and use at Court-Martial	705
minutes of proceedings—signature and disposal	703 (11), 704
minutes or statements at—not admissible at Court-Martial	691a (viii)
person concerned—presence of, assistance and questions to	703 (4), (7-9)
pilot removed from charge	995
precedence of members	181
president—seniority of	703 (5)

<b>Court of Inquiry—continued.</b>	Art., &c.
presiding officer—rule as to	181
punishment—cannot be awarded by	703 (2)
secrecy of	703 (6)
sketches or diagrams—disposal	703 (12)
uses, powers and limitations of	703
witnesses—powers and directions in regard to	703 (2-4)
<b>Courts with Admiralty Jurisdiction—proceedings in—payment of expenses of</b>	1876-7
<b>Coxswain—</b>	
disposal on death of Commander-in-Chief	456
Flag Officer's or Commodore's—entry for pay	1424 (3)
passing officers in boats—salute	149
<b>Crime—prevention of</b>	815 (2)
<b>Criminal—arrest by civil power—assistance</b>	811 (1)
<b>Criminal Prosecutions—at home—legal assistance</b>	606
<b>Criticism—of superiors, forbidden</b>	10
<b>Currents—record in log</b>	1025 (3)
<b>Cursing—avoidance and repression of</b>	6
<b>Curtains—colour of</b>	992
<b>Custody—Military—army officers or soldiers embarked may be placed in</b>	1213 (3)
<b>Custody—Naval—</b>	
Air Force officers and men embarked may be placed in	1213 (3)
Air Force personnel subject to	1226a
army officers or soldiers embarked may be placed in	1213 (3)
discharge of offender in prison or detention to, for Court-Martial	730 (3), 731
irons or handcuffs—use of	756 (c)
offenders sentenced to imprisonment or detention—during passage	769
officer or man in—as to surrender under civil process for debt	813 (2-4)
safety of persons in	732
<b>Customs</b>	1884-1888
declarations to be made on arrival of ship from abroad	1887a
duty, supplies at colonial ports	1770 (2), 1771 (2), 1772 (a)
notice as to landing of dutiable goods	1884a (5)
regulations applicable to H.M. Ships	37
regulations—breach or non-observance of	1884, 1884a
term "Prize Money" includes awards under Customs Acts	1877
<b>Customs Landing Pass</b>	1888 (5)
<b>Customs Officers—</b>	
assistance to	1885
bedding—loan of marked	1739 (5)
bill of health furnished by	1883
gangway wine book—inspection of	845 (1)
parcels book produced to	1887 (3)
returns rendered to on arrival of H.M. Ship at home port	1887a
right of search	1885
search of H.M. Ships by	37, 1885
<b>Customs of the Service—</b>	
new entries—information regarding	361
officers to conform to	1
<b>Cutlasses—</b>	
condition—examination and report as to	890
defective—exchange of	890
<b>Cylinders — gun mountings — examination and test of cylinders of</b>	892 (7)
<b>Cypher—</b>	
correction of	560a (2), (3)
messages in—record of	559
safe keeping of	560
telegrams in—observance of regulations regarding	1870 (3)

## D.

	Art., &c.
D.—on service certificate . . . . .	830 (10)
D.D.—on service certificate . . . . .	830 (8)
D/F—Explanation of term . . . . .	p. 8, Vol. II.
Daily Abstract of Issues on Repayment (Victualling)—responsibility for and disposal of . . . . .	1758
Daily Account Book of Provisions—	
entries in, and comparison with deck log . . . . .	1710 (2), (3)
responsibility for and disposal of . . . . .	1758
Daily Issue Book (Victualling)—	
entries in . . . . .	1691
responsibility for and disposal of . . . . .	1758
Daily Record of Offences and Punishments . . . . .	821 (3), 827
Damage	
collision with merchant ships—to stores or effects through . . . . .	573 (4)
stores—may be charged against accounting officer . . . . .	1417 (5)
Damp—remedial measures for . . . . .	1071 (d)
Darkness—approaching land during . . . . .	981
Dates—notation on service certificate—how made . . . . .	830 (2)
Davits—	
colour to be painted . . . . .	1054 (2)
condition of—responsibility of carpenter . . . . .	644 (2)
examination of, and report to officer of the watch . . . . .	619 (15)
screws for securing guys—preservation of . . . . .	1829 (2)
survey, test or examination of . . . . .	1077 (3)
Day—reckoning for extra pay purposes . . . . .	1491 (9)
Day Book . . . . .	845 (8)
inspections—production at . . . . .	847 (6)
Death—	
abroad during war—filling of vacancy . . . . .	236
accidental—investigation by court of inquiry, &c. . . . .	573
Accountant Officer—procedure for carrying on duties . . . . .	1342 (2), 1343, 1345.
African, Asiatic, &c.—pay account of . . . . .	1631 (4)
allotment—action in regard to . . . . .	1578 (4), 1624 (5).
Captain—supernumerary officer not to assume command of ship without authority . . . . .	187
Commander-in-Chief, abroad—procedure . . . . .	204
Commander-in-Chief—disposal of staff and servants . . . . .	456
Commander-in-Chief, home port or Home Fleets—successor . . . . .	203
Commander-in-Chief—procedure by Captain of the Fleet . . . . .	194 (1)
Commander-in-Chief—procedure by Chief of the Staff . . . . .	195 (3)
commanding officer of detached ship—procedure . . . . .	232 (1), 233
Commodore—procedure by Chief of the Staff . . . . .	195 (3)
discharge from ship's books on . . . . .	597
distressed British subject on board H.M. Ship . . . . .	1631 (3)
drowning—procedure when body not recovered . . . . .	575 (8)
effects of men on—charge of . . . . .	818 (3)
extraordinary exertion or exposure causing—report . . . . .	1296 (2)
Flag Officer or Commodore killed in action—procedure . . . . .	201
good conduct gratuity on—payment of . . . . .	750 (11), 751 (12)
hospital patient—as to pay ticket . . . . .	1601 (3)
hospital patients—report to Captain . . . . .	1243
inquest necessary—procedure . . . . .	577
invalids on passage—procedure . . . . .	1300
man entitled to bounty . . . . .	1634 (b)
man with conspicuous gallantry medal, &c.—gratuity . . . . .	159 (3)
marine—certificate as to arms, accoutrements, &c. . . . .	1164 (16)
marine—charge and disposal of annual clothing . . . . .	1731 (6)
marine—disposal of cloth tunic and greatcoat . . . . .	1164 (11)
marine—disposal of conduct sheet of . . . . .	1182 (3)
marines—payment of good conduct gratuity . . . . .	1192 (14)



**Death—continued.**

	Art., &c.
marriage allowance—continuation	1627 (10)
officer abroad—passages of children	1526 (6)
officer—acting appointment in vacancy	231 (1), 233
officer in civil establishment abroad without superintendent— replacement	460 (4)
officer on half pay—payment of arrears due	2023
officer on retired or pensioned lists—claim for sums due	2024
officer or man—Chaplain's or officiating minister's duties	653
officer or man on special active service—return in case of on service—funeral honours	1571 (2) 150-3
pay documents, clothing and effects—disposal of	1631
pay of men on—date of cessation	1428 (5)
pensioners—as to payment to widow or representative of	1976
prisoners of war—of officers or men detained as	1635 (g)
procedure upon	1250-1
record in log	1025 (3)
registration of	1571, 1857
relatives, &c.—communication to	575
reports of	575, 1296
return and record of	1857
return of—monthly	1596
sale of effects after—attendance of Master-at-Arms	819 (2)
sentence by Court-Martial—execution of	700a (i)
service certificate—notation and disposal of	830 (8), (13)
sudden—examination of body in case of	1297
telegrams informing relatives, &c.	575 (6)
wages on—final balance of	1584
Warrant Engineer—of candidate for	309 (2)
Warrant Mechanician—of candidate for	309 (2)
widow or pensioned relative of officer	2024

**Debt—**

advances of pay to men in	1609 (9), (10)
allotments by officers and men in	1618 (3f), App. III. (Pt. IIa)
arrest for—directions to Captain	813
boys kept clear of	551 (2)
deceased officer or man—instructions in regard to	1631 (1) (b)
deserters—recovery from	1583
deserters—remission of portion	808 (4)
discharge by purchase—recovery before	602 (7)
discharge of person in debt to Crown—notification to Accountant-General	1584
non-continuous service men in debt to Crown on paying-off— disposal	1129 (1)
refusals to surrender officers or men for—report	813 (6)

**Deck Cloths**—sterilisation of . . . . . 1294 (7)

**Deck Gear**—securing of—duties of Boatswain . . . . . 643 (2)

**Deck Log—**

collision—preservation after	573 (6)
destruction of	1848
entries in and signature by officer of the watch	619 (4)
entries—transfer to ship's log	1025 (1)
examination of	557 (2)
night reckonings—entry in	980
provisions received—entry of	1710 (2)

**Decks—**

alterations in	1069 (1)
cleaning of	1090
inspections—inquiry as to preservation	424 (15)

**Declaration—**

marines—on re-engagement	1174 (4), (8)
non-continuous service men to sign	365 (1)

**Decorations**

bar for	157-167
deceased officers or men—disposal of those belonging to	167 (11), (13-14)
foreign—acceptance and wearing of	1631 (1 (h))
Marines—special and medals	162-6 1194

<b>Decorations—continued.</b>	Art., &c.
miniature—wearing of	167 (3-4), (9), (12-16)
order in which worn	167 (9), (14)
plain clothes—wearing with	167 (15-16)
ribbons—description and instructions for wearing	167 (12-13)
special—regulations for award, &c.	157-59
wearing—manner of	167
<b>Defaulters—</b>	
brought before officer—removal of hat or cap	148 (3)
list to Executive Officer	816 (2)
<b>Defect Lists—</b>	
accompanying document	566 (7)
dealt with by Captain of the Fleet	522
forwarding before docking at a home port	1102 (3)
hospital ship	1254 (5)
Midshipmen to be acquainted with	App. X. (Pt. I. Sec. II. (9) )
preparation by Shipwright Officer	644 (11)
preparation, forwarding, and responsibility for	1092 (1-9)
<b>Defects—</b>	
abroad—procedure for repair	1093
artisan ratings to be constantly employed in repairing	439 (2)
Captain of the Dockyard visiting ship to report on	1060
Commanding Officer to make himself acquainted with on assuming command	566 (4)
Commanding Officers to be directed to keep ship in good repair developed after commissioning or refit at another port	439 (1)
dockyard officer's visits to ship in connection with engineers—report by Engineer Rear-Admiral or Engineer Captain on	1095
freedom from—to be preserved	1092 (2-3a)
gun machinery—serious defects revealed subsequent to relief of Gunnery Officer	940
guns, mountings and small arms—responsibility for	566
guns, mountings, torpedoes, small arms, projectiles, paravanes, depth charges, and mines—reports, &c.	900 (8)
hull, machinery, or armament—detection	900 (1)
inflammable liquids—allowed for completing	895
machinery—arrangements for repair of	1070
machinery or boilers—report when necessitating putting into port	540 (13)
made good by dockyard—inspection	963
making good	920
negligence in care and maintenance to be reported by Commander-in-Chief	1097
preservation of defective parts	439
reasonable intervals to be arranged for repairing	439 (3)
record by Shipwright Officer	568 (2)
record of	439 (4)
record of—inspection by Commander-in-Chief	644 (11)
repairs by Dockyard to ships in commission	566 (3-7), 1092a
repairs by ship's staff	424 (15)
repairs—report of steps taken for	1091
report of—by Shipwright Officer	566 (2-3), 1092 (9-9e)
reports as to—to whom made	1072
reports of to be furnished to Commanding Officer on assuming command	644 (1)
serious—inquiry and report	517, 566 (6)
ships abroad—making good	566 (5)
ship's staff—list of those to be made good by	568 (2)
ships, stores or fittings, report of	439 (6)
ships under repair at dockyards—lists of supplementary	566 (2), 1092 (9), (9a)
stores demanded for repair of	419
stores supplied for making good	1092 (1b)
	1092 (9e-10)
	1800 (5), (6)
<b>Deferred Marine Pension—</b>	
cannot be held with naval life pension	1943 (10)
marines entered before 1st January, 1885	1211
<b>Definitions</b>	pages xi-xiv (Vol. I.)
<b>Delay—ship delayed by a senior officer—procedure</b>	408

	ART., &c.
<b>Demands</b> —regulation by Commander-in-Chief . . . . .	436
<b>Demurrage</b> —colliers or oilers—procedure when claimed by . . . . .	930
<b>Dental</b>	1331a-1331p
accounts—transmission of . . . . .	1331i
equipment—demands, supplies, accounts and expenditure . . . . .	1331c
examination of men joining ship . . . . .	1331a (4)
history card—general instructions . . . . .	1331j-1331m
history sheet to accompany on discharge to ship . . . . .	1841
instruments—demands, supplies, accounts and expenditure . . . . .	1331c
operations—presence of Medical Officer . . . . .	1331f (2)
returns—transmission . . . . .	1331i
stores—demand, supply, accounts and expenditure . . . . .	1331c
treatment . . . . .	1331m, 1331n
treatment list—daily . . . . .	1331j
treatment—Officers on leave . . . . .	1331q (5)
treatment—precautions as to discharge of men requiring . . . . .	1331d
<b>Dental Department</b> —	
authority in . . . . .	1331b
responsibility for . . . . .	1331m
<b>Dental Mechanics</b> —	
supervision of . . . . .	1331b
<b>Dental Officer</b> —	
communications to the Medical Director General . . . . .	1331a (3)
drugs—responsibility for . . . . .	1331h
duties . . . . .	1331a-1331p
enemy—duties during action with . . . . .	1331a (5)
hospitals—duties . . . . .	1331o
unemployed, upon active list—address, &c. . . . .	1331p
<b>Dental Surgery Attendants</b> —	
supervision of . . . . .	1331b
<b>Dentures</b> —	
broken—procedure . . . . .	1331e
Officers—rule as to supply to . . . . .	1331q
<b>Departments of State—Other</b> —	
correspondence forbidden . . . . .	12
employment of officers under—conditions as to . . . . .	App. XIV.
service under—counting of . . . . .	239
stores obtained from—advice and reports of . . . . .	1777
stores, provisions, &c., supplied to or received from . . . . .	1812 (5), (6), 1815-6
work for—extra pay for . . . . .	1491 (3)
<b>Dependencies</b> —	
Governor, &c.—flying of flag . . . . .	115-6
Governor, &c.—interchange of visits of ceremony with . . . . .	99
Governor, &c.—salute, particulars of . . . . .	69 (II.)
Lieutenant-Governors, &c.—salute . . . . .	69 (III.-IV.)
work done for—pay and allowances of persons doing . . . . .	1591 (3)
work done for—reclaims, notations on ledger, &c. . . . .	1633
<b>Depôt</b> —	
dental department—responsibility for . . . . .	1331m
disposable commissioned and subordinate officers borne in—	
leave to . . . . .	868
extra pay in—work not qualifying for . . . . .	1468 (5)
officers and ratings transferred to, on paying-off . . . . .	1129 (1)
officers borne for time in—certificates when doing duty under	
another Captain . . . . .	824 (3)
officers borne in while waiting disposal . . . . .	229 (1)
warrant officer's—selection and change of . . . . .	229 (3)
weekly payments to men in . . . . .	App. III. (Pt. II.A)
<b>Depth Charges</b> —	
failures—report of . . . . .	895 (5)
instructions in handbooks, &c. . . . .	531b
<b>Derelicts</b> —	
destruction of . . . . .	574 (1)
report on sighting . . . . .	574 (2)

<b>Barriek Purchases—</b>	ART., &c.
examination of—report to officer of the watch	619 (15)
responsibility for	1033 (1)
serviceable condition—responsibility of Boatswain for	643 (2)
<b>Derricks—</b>	
condition of—inspections and reports by Shipwright Officer as to	644 (1), (2)
examination of, and report to officer of the watch	619 (15)
survey, test or examination of	1077 (3)
<b>Deserters</b>	801-810
absent less than seven days	801 (2)
apprehension abroad—local regulations for	445
apprehension by police of Northern Ireland—payments to	808 (2)
army—expenses of providing escort for	1681 (1)
arrest—procedure	804
candidate for entry, suspected to be	354 (3)
charges against wages on recovery	808
collecting by regulating or other ratings—extra pay for	810
concealing, employing, &c.—penalty	803
debt—remission of portion	808 (5)
debt to Crown—recovery of	1583
descriptions—circulation of	804 (1)
effects—restoration of	806 (6)
effects—sale of	1631 (5)
expenses of apprehension—payment of	808
extra pay for collecting	810, 1484
false confession of being—penalty	804 (6)
forfeitures—remission—notation on Service Certificate, &c.	806 (4a)
fraudulent entry in Army or Marines of—recoveries from pay when reclaimed	1466
from other ships, Army, Royal Marines, Militia or Territorial Army—procedure	609
investigation of case dealt with summarily	804 (7)
marine—charge and disposal of annual clothing	1731 (6)
mess debts not recoverable from balance of pay	847 (3), 856 (8)
military escort for—expenses of	1681 (2)
mulets not applicable	793 (7)
naval ratings apprehending—reward	807 (2)
punishment—points to be considered when awarding	754 (4)
punishment unsuited to	780 (1)
recovered—allotments	1624 (5)
recovered—time for badges	744
recovery abroad or after 2 years	804 (5a)
recovery—communication to "Police Gazette"	804 (8)
recovery from foreign ships—caution as to	805
recovery—how borne on ship's books after	1382 (1)
restoration to first class for conduct	782 (2)
retaken or re-entered—counting of time for pension	1941 (1)
reward and expenses of apprehension—charge against wages	808 (5)
rewards for apprehension	807
"Run"—removal of	802 (2), (3a)
sale of effects—attendance of Master-at-Arms	819 (2)
victualling on recovery	1882 (2 (h))
wages—final balance of	1584
<b>Desertion</b>	801-10
after re-engagement—report if previously deserted	802 (4)
aiding or abetting—arrest and penalty for	736
allotment—action in regard to	1624 (5)
assessment of character on	829 (4)
caneing as lenient punishment	799 (2)
charges incurred by—entry in ledger	1577
check—every effort to be made to	804 (1)
definition of	801 (1)
discharge from ship's books on	597
effect upon claim to good conduct medal and gratuity—entries before 1885	750 (4), (5)
effect upon claim to good conduct medal—entries since 1884	751 (4), (5)
forfeiture of good conduct medal entailed by	778 (3)
inducing—penalty for	803
man entitled to bounty—effect	1634 (b)

**Desertion—continued.**

	ART., &c.
marine—certificate as to arms, accoutrements, &c.	1164 (16)
marine—disposal of cloth tunic and greatcoat	1164 (11)
marine—disposal of conduct sheet	1182 (3)
marine—effect on badge time	1189 (5)
marine—effect upon good conduct medal	1192 (4)
marine re-entered after—time of	1205
notation—effects of	1361 (1)
notation on service certificate	830 (8)
notation on ship's books—when to be made and removal of	802 (1-3a)
officer—reward for arrest of not payable	807 (2)
penalties consequent upon	1361 (1)
pension—effect upon time for	1941 (1)
removal of notation of—effect on good conduct badges	741 (3), 744
removal of notation of—effect on pension	1941 (1)
removal or confirmation of R. or R.Q.	806, 1361 (2), (3), 1362 (2)
return of—monthly	1596
service certificate—notation and disposal of	830 (13)
time prior to—does not count for good conduct badges	741 (3)
waiting trial for—notation on service certificate	830 (10)

**Despatch Vessels—Captain's and cabin steward—allowance for**  
App. XV. (Pt. III. (83))

**Despatches—emergency—conveyance in** . . . . . 570 (2)

**Destroyers—**

gunnery efficiency funds—administration . . . . . 1371 (10)

**Destruction of Ship—**

assistance in case of—procedure . . . . . 616 (3)  
 command, &c., of Captain and others . . . . . 177  
 court-martial on survivors . . . . . 666  
 duties of Captain in case of . . . . . 616

**Detached duty—**

lodging allowance to officers on . . . . . 1516a (2)  
 victualling arrangements for men on . . . . . 1690 (6), (7)

**Detention—**

absence without leave—maximum award for . . . . . 768 (1)  
 accompanying punishments . . . . . 757 (11), 774 (1), 790 (1)  
 allotment on . . . . . 1598 (7), 1618 (3f), App. III. (Pt. IIx)  
 approval for summary award . . . . . 770 (1)  
 awarded abroad—where to serve sentence . . . . . 770 (4)  
 awarded summarily . . . . . 757, 767-75  
 calculation of sentence . . . . . pages 7-8 (Vol. II.)  
 change in place of—procedure . . . . . 700a (v)  
 character—effect upon . . . . . 829 (9)  
 class for leave—does not count for restoration in . . . . . 788 (1)  
 committal order for . . . . . 773 (1)  
 consequent penalties . . . . . 774 (1)  
 custody during passage of men sentenced to . . . . . 769  
 custody of offenders sentenced to . . . . . 700a (iv)  
 date of summary award . . . . . 755 (3)  
 discharge from—for transfer or other purposes . . . . . 731  
 discharge from, under section 78, N.D.A.—procedure . . . . . 700a (vi)  
 effect upon claims to good conduct medal and gratuity—entries  
   before 1885 . . . . . 750 (4), (5)  
 escort for men sentenced to or released from . . . . . 773 (2)  
 establishments in which sentence is to be served . . . . . 770 (2), (5)  
 expiration of sentence while in hospital—pay and stoppages on . . . . . 1425 (9)  
 first class for conduct—counting towards restoration to . . . . . 782 (2)  
 forfeiture of good conduct medal entailed by . . . . . 778 (3)  
 good conduct badges—time in, does not count for . . . . . 741 (2)  
 leave-breaking—maximum for . . . . . 792  
 marines—effect on time for badges . . . . . 1189 (4)  
 marines—effect on time for pension . . . . . 1205  
 marines sentenced to—consequent penalties . . . . . 1188 (5)  
 maximum summary award of . . . . . 757 (II), 768 (1)  
 medical examination of men sentenced to . . . . . 772  
 men undergoing, when ship about to sail . . . . . 775 (3)  
 notation on service certificate . . . . . 830 (8), (10), (11)  
 offences involving liability to summary award of . . . . . 757, 768

<b>Detention—continued.</b>	ART., &c.
passage of persons under sentence of—rules to be observed	732-3
pay and other documents of men sentenced to	1616
pay ceases during	1360
pension—effect upon petty time counting for	1938 (4)
pension—time not counted towards	1941 (1)
persons liable to summary award of	757, 768
postponement of execution of sentence in certain circumstances	700a (iii), 768 (4)
sentence by Court Martial—execution of	700a (iii)
sentence by Court Martial—instructions in regard to	699a (i)
sentence by Court Martial—suspension	699a (ia), 700b
sentence summarily awarded—suspension	775a
sentence—suspension of Marines	1179a
serious offences in military detention barracks—procedure	730
unit for—precautions as to disposal	722 (6)
virtualing of persons sentenced to	1682 (2) (h)
warrant for Court Martial sentence—authority to sign	700a (iii)
when and where may be awarded	767
where borne during sentence of	775 (1), (2)
<b>Detention Barracks—Military—travelling warrants on discharge to civil life from</b>	1505
<b>Detention Establishments (Generally)—</b>	
abroad—rule as to use of	770 (4)
at home—rules as to selection of	770 (5)
escort for men sent to or released from	773 (2)
removal of men from—when ship about to sail	775 (3)
<b>Diagrams—</b>	
produced at Court of Enquiry	703 (12)
<b>Dinner—</b>	
men absent from	853 (2)
time for and inquiries as to complaints	853-4
<b>Diploma of Public Health—</b>	
course for—medical officers	333a
<b>Diplomatic Officials—</b>	
boat for official visits—provision of	100
British—exchange of visits of ceremony with	97
flag—distinguishing afloat	114 (1) (b)
flag—flying of	115-6
honours—not entitled to military	139
passage in H.M. Ships—allowances for entertainment	1541, 1554
salutes by foreign ships—return of	92 (3)
salutes—table of	69
saluting—flag hoisted while	95 (2), (3)
visiting ship—flying of flag	115 (c)
<b>Director firing gear—</b>	
examination by officers of quarters	892
<b>Director of Company—conditions as to holding of post by officers</b>	16 (2)
<b>Director Warrant Officers—allowance</b>	1407d
<b>Disability—</b>	
hurt certificate—issue of	1318
<b>Disability Pensions—</b>	
badges, medal or petty time—additions for	1932 (4)
claimants—examination of	1933
injuries—addition of gratuities for	1931 (3)
injuries—additions for	1932 (5)
marines	1208
marines—additional	1199
marines—permanent	1200
subordinate officers—award to	1921
<b>Discharge (Generally)—</b>	
abroad—cessation of pay	1358
allotment—action in regard to	1578, 1624
allotments—stoppage	1624 (4)
applications for	595

**Discharge (Generally)—continued.**

	ART. &c.
commissioned officers from warrant rank and warrant officers, R.M.—age limit for	1210
hospital patients	1243
instructions to Captain in regard to	595-604
passage after—officers and men subject to Naval Discipline Act while on	739
pay ticket in certain cases—making out and disposal	1599-1600
return of—on commissioning	506
"Run"—date of	802 (1)
to hospital—list of clothing and effects	821 (5)

**Discharge (Officers)—**

abroad—pay continued or withheld during passage home	1357-9
abroad—report on arrival in England	412 (1)
addresses on—report of	412
documents to be furnished upon	1615
invalided or for misconduct—as to bearing on ship's books	229 (1)
Midshipmen liable to on second failure at examination	268 (6)
pay—date of cessation of	1399
pay—final settlement of	1614 (3-4)
returns of	1615
Surgeons temporarily entered—gratuities to	1920
to half-pay or retired list—travelling expenses	1496 (4-6)

**Discharge (Men)—**

after imprisonment, &c.—procedure	1616
age at which compulsory	1946 (5)
at home—procedure	604
at own request—effect upon claim to good conduct gratuity	751 (13)
at own request—forfeiture of good conduct medal in certain cases	750 (7)
at own request—plain clothes gratuity	1444a
"Bad" character or with disgrace—corner of service certificate cut off	830 (12)
balance of wages in ledger—how shown	1584
bounty—of men entitled to	1634 (b)
Boy Servants unfit for rating up	358 (2)
candidate for Artificer Engineer	309 (2)
candidate for Warrant Mechanician	309 (2)
cause of—notation on service certificate	830 (8), 1956 (3), (4)
character—record on	829 (4)
civil prison—of men undergoing sentence in	775 (1)
clothing and bedding—recovery of value in certain cases	1438
clothing retained on—minimum amount of	1438 (2)
Coast Guard—age for	404 (5)
Coast Guard men unfit	404 (4)
date and time—fixing of	429
dealt with by Captain of the Fleet	522
debt on—notification of	1584
effects—sale or disposal of	759
free	608 (2b)
free—for marines	602 (2d), 1172
good conduct gratuity—recovery in certain cases	750 (12), 751 (16)
gunnery and torpedo history sheet—disposal on	833 (4)
history sheets—disposal of	833 (4)
hospital patients due for discharge, time expired	601
leave	872 (7)
ledger—notation in	1563 (6)
marines	1170-5
marines—certificate as to arms, accoutrements, &c.	1164 (15)
marines—disposal of arms, &c., of	1162 (1)
marines—effect of voluntary discharge on good conduct gratuity	1192 (15)
marines—marching money or advance of pension to	1171 (3), (9)
marines—maximum age of	1170 (2)
marines on reduction of establishment—pension or gratuity for	1201
marines—on transfer to naval rating	391 (5)
marines—procedure for	1171
marines—service qualifying for discharge of	1170
marines—with ignominy or with disgrace	830 (12), 1965
notation on service certificate	1956 (3), (4)

	Art., &c.
<b>Discharge (Men)—continued.</b>	
offenders while awaiting trial—adjustment of pay . . . . .	1362 (3)
Officers' Stewards and Cooks borne as disposably on . . . . .	358 (9-15)
Officers' Stewards and Cooks—for misconduct . . . . .	358 (3)
Officers' Stewards and Cooks—report . . . . .	358 (7)
Officers' Stewards and Cooks unfit or incompetent—abroad of . . . . .	1358
particulars to be furnished to Ministry of Labour, &c. . . . .	604
pay—date of cessation . . . . .	1428
pay—settlements of . . . . .	1614 (5), (6)
paying off—return on . . . . .	1128
pensioners—age at which compulsory for . . . . .	1952 (6)
re-entry after . . . . .	368
sale of clothing prior to . . . . .	735 (2)
sale or disposal of effects on . . . . .	759
signal history sheet—disposal of . . . . .	834 (3)
time expired abroad . . . . .	428
to another ship—not to prejudice rating or emoluments . . . . .	372
to pension—date . . . . .	1949
trade certificates—grant of to men on final discharge . . . . .	604a
transfer list—notation on . . . . .	1598 (1)
"unsuitable" or incompetent . . . . .	392
travelling warrants on . . . . .	1505
wireless telegraphist's history sheet—disposal on . . . . .	834 (4)
<b>Discharge by Purchase</b> . . . . .	602
addition to amount payable whilst awaiting discharge . . . . .	1337 (1)
losses through insufficient payment—responsibility for . . . . .	1337 (1)
marines . . . . .	1172
money lodged for—officers authorised to receive . . . . .	1332 (4)
money lodged for—procedure in regard to . . . . .	1337
money received or refunded—accounting for . . . . .	1648
on compassionate grounds . . . . .	602 (2a)
re-entry after . . . . .	368 (3)
re-entry after—refund on . . . . .	603, 1337 (4)
special service men—regulations for . . . . .	App. XV. (Pt. II.)
travelling warrants not granted on . . . . .	1505 (4)
<b>Discharge from Ship—</b>	
allotment—action in regard to . . . . .	1618 (k)
allotments—procedure . . . . .	1598 (7)
applications for . . . . .	595
authority for . . . . .	597
certificate to officers on . . . . .	824
dental trouble not sole reason for . . . . .	1331d
hospital cases—arrangements as to pay and victualling . . . . .	1586-8
men in hospital, &c., on sailing . . . . .	599
men lent to navigate merchant ship . . . . .	613
pay and victualling on day of discharge—claim on ledger for . . . . .	1586
pay—settlements of . . . . .	1612-16
pay ticket—making out and disposal of . . . . .	1599-1601
return of . . . . .	1595
savings bank transfer lists—preparation of . . . . .	1636 (5)
<b>Discharge with Ignominy—</b>	
certificate—corner cut off . . . . .	830 (12)
effect of . . . . .	1205
information to marines awarded—and procedure if re-entered . . . . .	758 (7)
pension—renders persons ineligible for . . . . .	1941 (1)
re-entry after—as to time . . . . .	1941 (1)
<b>Disciplinary Courts</b> . . . . .	701b-701n
sentence—forfeiture of pay . . . . .	699a (iva)
<b>Discipline (Generally)</b> . . . . .	707-812
absence of Captain—authority of next in command . . . . .	173 (2)
accidents involving question of—report . . . . .	438
Air Force Officers and men, &c., embarked for passage . . . . .	1212-3
Captain—duties and example of . . . . .	720
crew of ship wrecked, &c.—preservation of . . . . .	616 (2)
Flag Officer or Commodore First Class—superintendence of . . . . .	516
freight ships and transports—preservation in . . . . .	1223 (4) 1224 (3), (4)
marines afloat or ashore—officers, non-commissioned officers . . . . .	1134
and men . . . . .	



**Discipline (Generally)—continued.**

	Art., &c.
marines on board ship	28
non-continuous service men in hospital on paying-off to be borne for	1425 (2)
reports as to—to whom made	517
R.N.R. Officers during training	902 (2)
troops, &c., embarked for passage	1212-3

**Discount—**

banks—charged or allowed by	1660
canteen tenant forbidden to pay	855 (5)

**Disease—**

account and record of	1307, 1309
checking on board ship—suggestions for	1258
concealed—examination for detection of	1290
concealing, production, aggravation or feigning—report to Captain	1289
infectious band instruments and cases	1161 (6)
infectious—compensation for clothing destroyed in case of	1559 (12-14)
infectious or contagious cases—disposal	1302
infectious or contagious on board ship arriving in port—procedure	1332 (2)
infectious or itch cases—removal to hospital	1239
infectious—passage of person suffering from	1518 (4)
infectious—precautionary measures	1233-7, 1311
infectious—report of outbreak, and disinfection after	1284
itch—leave to men after treatment for	1240
precautions as to ventilation, &c., for prevention of	1233
precautions for prevention	554 (1)
prevalent at port—precautions	1285
suspected—examination in case of	1294 (1)
tropical specimens	1323 (2)
unusually prevalent—report	1259
venereal—leave to men after treatment for	1240
venereal or itch case discharged cured—report of	1290
zymotic—responsibility of Naval Health Officer	1264a (3)

**Disinfection—**

after epidemic of infectious disease	1294 (2)
brass band instruments	1181 (6)
tuberculosis—for prevention of	1294 (6-8)

**Dismissal from Service—**

abroad—cessation of pay	1358
abroad—procedure	753 (8)
accompanying punishments	757 (II)
allotments	1618 (3f), App. III (Pt. IIe)
approval required for summary award	752 (1)
award summarily	757-8
commissioned warrant and warrant officers—compassionate allowance	App. XI (6a)
discharge from ship's books on	597
effects—sale or disposal of	759
enquiry and report before award summarily	753 (4), (6)
false certificates produced at examination—on account of	350
imprisonment accompanied by—procedure	775 (4)
marines	753, 1171 (7), 1173
marines—effect on pension	1205
officers—compassionate allowance may be awarded to	App. XI (4)
officers—gratuity may be awarded in certain cases	App. XI (5)
order for	753 (6)
pension—renders persons ineligible for	1941 (1)
travelling warrants on—issue of	1505
with or without disgrace—instructions as to award by Court-Martial and forfeitures	699a (v)

**Dismissal from Ship—**

abroad—cessation of pay	1358
discharge from ship's books on	597
re-appointment of officers after	235

<b>Dismissal with Disgrace—</b>	ART., &c.
accompanying punishments . . . . .	757 (II.)
approval required for summary award . . . . .	752 (1)
award summarily . . . . .	757-8
effects—sale or disposal of . . . . .	759
enquiry and report before award summarily . . . . .	758 (4), (6)
forfeitures entailed by . . . . .	758 (1)
information to men awarded . . . . .	758 (7)
marines . . . . .	758, 1171 (7), 1173
orders for summary . . . . .	758 (6)
pension—renders person ineligible for . . . . .	1941 (1)
re-entry after—as to time . . . . .	1941 (1)
re-entry after—how dealt with . . . . .	758 (7)
<b>Dispensing—weights and measures used for</b> . . . . .	1329
<b>Dispensing Allowance—sick berth ratings—payable to</b> . . . . .	App. XV. (Pt. III. (73))
<b>Disrating</b> . . . . .	776, 777
accompanying punishments . . . . .	776 (2), (4)
Air Force—ratings attached to . . . . .	777 (6)
award summarily . . . . .	757, 776
character—effect upon . . . . .	829 (9)
chief petty officers, petty officers, and non-commissioned officers—summary procedure . . . . .	776 (3-5)
class for conduct to be noted on . . . . .	781 (3)
conviction by civil power may entail . . . . .	812 (5)
Court-Martial—restoration after . . . . .	776 (7)
Court-Martial—when option to be given . . . . .	776 (3)
forfeiture of good conduct medal entailed by . . . . .	778 (3)
imprisonment or detention involves . . . . .	774 (1)
incompetence—for . . . . .	777
incompetence—limits for . . . . .	777 (1)
incompetence—notation on service certificate in case of . . . . .	830 (8)
leading ratings—summarily for misconduct . . . . .	776 (6)
Leading Seamen to A.B. after having completed time for pension . . . . .	1435 (1)
limits of—for misconduct . . . . .	776 (1), App. XV. (Pt. I.)
non-substantive ratings—effect on . . . . .	401 (2)
obsolete ratings—instructions in regard to . . . . .	776 (7)
Ratings disrated and readvanced . . . . .	376 (4)
restoration after . . . . .	776 (6), (6a-d), (7), 777 (3), (5), 777a
seniority on restoration after . . . . .	218 (4)
<b>Distempering—frequency of</b> . . . . .	554 (3)
<b>Distillation—water used for</b> . . . . .	1331
<b>Distinguished Conduct—advancement of ratings specially for</b> . . . . .	375 (4)
<b>Distinguished Conduct Medal—</b>	
annuity, gratuity or additional pension for . . . . .	159 (4-9)
<b>Distinguished Service—medals and annuities to marines for</b> . . . . .	1193
<b>Distinguished Service Order, Cross and Medal—</b>	
rules and ordinances . . . . .	157
<b>Distress Signals—daytime and night</b> . . . . .	1041 (31)
<b>Distressed British Subjects—</b>	
disposal on arrival from abroad . . . . .	1249
dying on board H.M. Ship—disposal of effects . . . . .	1631 (3)
expenses of entertainment on board . . . . .	1550
hospitals—may be received in . . . . .	1249
passage—conditions of grant . . . . .	474 (1), (2)
receiving of, on board—conditions . . . . .	474 (1), (2)
stoking—pay for . . . . .	1477, 1491 (9)
<b>Disturbances—</b>	
abroad—joint action with foreign ships . . . . .	489 (1)
abroad—protection of foreigners . . . . .	489 (2)
abroad—refugees on board H.M. Ships . . . . .	488
landing of party to assist civil power at home . . . . .	479
on board—responsibility of Lieutenant . . . . .	617

# Di-Do

## Index

<b>Diver—</b>		
attendance at diving operations		Am. 300 (3)
deprivation of rating and retaining pay		300 (4)
diving apparatus—inspection of		300 (5)
medical examination		300 (7)
periodical examination of ship's bottom by petty officer (N.S.)—may return when rated		300 (7)
Physical Training Instructor—may hold rating		300 (7)
practice, and pay		300 (7)
qualification and requalification of		300 (7)
repairing merchant ships, &c.—charges for		300 (7)
Torpedo Coxswain may hold rating		300 (7)
<b>Diver's Attendant—practice—pay for</b>		307 (4)
<b>Divine Service—</b>		
arrangements for—general instructions to make		308 (5)
cells—attendance of men in		715
landing for—various denominations		728 (6)
non-attendance—grounds for		713
performance of		709 (4)
Officer		709
playing harmonium and conducting choir during—allowance		431
salutes prohibited during		1454
ships without Chaplains—arrangements for		38
smoking not allowed at		710
various denominations—arrangements for		548 (5)
<b>Diving—</b>		711-2
authority required for great depths		308 (5)
compliance with regulations—report as to		308 (6)
depths for and maximum allowed		308 (6)
difficult work or depths exceeding 12 fathoms		308 (4), (9)
extra pay for—scale of		308 (10)
operations—attendance at		1468 (3)
practice and pay for		303 (3)
superintendence and charge of party		303 (4), (5)
<b>Diving Apparatus—</b>		303 (2)
care and maintenance—responsibility for		
inspection—quarterly		900 (1)
loan to British or foreign merchant ships or foreign ship of war		893 (6)
<b>Divisional Carpenter (Coast Guard)—</b>		1817
appointment of, and qualifications		
discharge—age for		404 (7)
gunnery pay		404 (5)
<b>Divisional Drills—Gunnery Officer to attend</b>		404 (3)
<b>Divisional Officer—</b>		900 (3)
clothing and bedding—inspection of		
clothing—duty in regard to requisitions and issues of		51 (1)
duties of		13 (2), (7)
friend of the accused at Court-Martial		5 (2, 3)
instructions for		9
leave tickets—responsibility for		0
Marine Officer considered as		1 (1)
men's characters—to be consulted as to assessments of		
new orders to ship's company, to be read by		
Ordinary Seamen desiring to pass for higher rating—list of		(5)
physical training—responsibility for		
supervision by Captain		
<b>Divisions—</b>		
drafts in transports or freightships—organisation		12 (4)
formation of		11 (4)
officer inspecting at—salute to		
<b>Dock—</b>		
explosives on entering—removal of		52
fire precautions while ship in		82 6, 7)

ART., &amp;c.

king or Undocking	1102-9
broad—extra pay for	1486
leaning or slight repairs in dock—as to crew	1106
xplosives—removal on	539
xplosives—removal	896 (1-2)
oreign port—procedure	1107
ired men assisting—engagement and victualling of	1108
ome port—procedure before docking at	1102 (3)
nagazines and shell rooms—locking and custody of keys	896 (2)
ovement of ship in dock	1105 (2)
oving H.M. Ships through Locks and Basins	1104a
eriodical—abroad	1102 (1-3)
eriodical—arrangements for	441
plugs for discharge valves—responsibility for fitting when	
docking	970
precautions by Shipwright Officer	644 (9)
precautions to prevent damage to ship during	1104
private or foreign dock—report upon bottom composition when	
using	1850 (3)
report of	1105
sea-connections and valves—responsibility for shutting when	
undocking	971
weights while in dock—changes in	1103
ockyard—	
abroad—instructions for repairs	1093 (12)
assistance repairing defects—measures to avoid excessive	566 (2)
at home—flying of flags on transfer of command to successor	206
chief petty officers and petty officers may pass gates	723 (5)
Commander-in-Chief's authority over	457
discharge as Rigger to—pay ticket	1599
engineering appointments at—selection, &c., for	326 (5), (6)
explosives—removal on going alongside wharf	539, 896 (1-3)
fire precautions while ship in dock	896 (6), (7)
foreign ship of war repaired in—precautions	1109
moral or religious hooks—demands for	657 (2)
neglect or delay in fitting ship—report	524 (1)
overhaul of ships—arrangements for	440
pipes and circuits in ships—diagram supplied	1055
regulations of—Captain to be acquainted with	524 (2)
smoking regulations—obedience to	548 (10)
smoking while alongside	548 (7)
stores reserved in—extra pay for duty of accounting for	1471, 1491 (9)
surgeries—inspection quarterly	1263 (2)
working parties—directions	510
Dockyard Officers (Generally)—	
erations and additions proposed—inspection of	1094 (6), (7)
orage conveyed at public expense	App. IX. (Pt. II.)
lers, new or repaired—information to be supplied to the	
Engineer Officer	910
mmunication with—when ship ordered to pay off	1111
ects—visit to ship to facilitate carrying out of	1092 (2), (3)
ctrical fittings—test and inspection before commissioning	1052 (9), (10)
ctrical fittings—trial after commissioning	1053
mery and torpedo fittings—trial and report	1052 (2-4), (9), (10)
raulic gun mounting machinery—periodical survey	1076
pection of ship after repairs, alterations or additions	1097
pection of ship on paying off—report of readiness for	1121
ssing allowance when detained on board	1699
ving H.M. Ships through locks and basins—responsibility for	1104a
am trials—attendance at	912 (2)
am trials—responsibility for	911
veys by—for large refit	1075 (9), 1077
veys of hulls—periodical	1077 (2)
veys on plates and frames	1074-7
veys—report of	1077 (4), 1078
ctualling on board H.M. Ships	1683 (2)
ight of fittings and stores on board—information to	
Captain	1066 (2)

	Art., &c.
<b>Dockyard Regulations—Home—</b>	
armament and gunnery fittings—directions regarding trial and survey	903-4
hulks—instructions as to	1100
observance by officers and crew of ship in dock	1106
steam trials—responsibility of Dockyard Officers during	911
<b>Dockyard Workmen—</b>	
dental treatment when injured on duty	1331o
lights used on board ship—extinguishing of	540 (3)
messing allowance when detained on board	1669
negligence or irregularity on board ship—report	1096
steam trials—attendance at	912 (2)
virtualling on board H.M. Ships	1683 (2)
<b>Documents—</b>	
Admiralty—method of addressing to	1865 (1)
bulky—transmission of	1874
confidential—destruction of	1848
<b>Dominion Government—service in ships of war of—how counted</b>	241 (1)
<b>Dominion Naval Forces—</b>	
application of Naval Discipline Act	App. XXII.
flags, &c., worn by	122
holding of Courts-Martial	26 (2), App. XXII.
men on loan to, applying for reengagement in R.N.	370
officers of—certificate when appointed to H.M. Ships	824 (7)
officers of—reports on	1851 (7)
special service men—loan to	App. XV. (Pt. II.)
summary punishments	App. XXII.
<b>Doors—</b>	
armoured—closing at collision stations	543 (4)
closing while under way	542 (2)
various—to be kept closed	543 (3)
water-tight—regulations for closing	542
<b>Double Bottoms—</b>	
extra pay for work in	1475, 1491 (9)
inspection by Engineer Officer and Shipwright Officer	644 (6)
lead poisoning—precautions	1084 (3)
painting or cleaning—precautions during	1084
<b>Drafting—</b>	
commissioning—of ship's company on	502
regulations—authority of	374
transfer lists—preparation, &c., of	1598
<b>Drafts—</b>	
allotments—declaration	1618a
dental examination and treatment	1331m
discipline while in freight-ships or transports—preservation of	1223 (4)
medical examination of	1294 (5)
<b>Drains—</b>	
acquaintance of Shipwright Officer with	644 (10)
flushing and cleansing	1071 (i)
flushing and maintenance of	554 (1)
survey of	1075 (2)
<b>Draughtsman—wages, prize shares, qualifications, &amp;c.</b>	App. XV. (Pt. I.)
<b>Drawings—forwarding—instructions for</b>	1866 (n)
<b>Dredgers—</b>	
lights carried by	1041 (9)
sound signals in fog, rain, &c.	1041 (9) (i)
<b>Dress Gratuity—</b>	
officers' stewards and cooks, and mess waiters	358 (13)
ward room officers' and warrant officers' mess servants in certain naval establishments at home	1439-40
<b>Drill—</b>	
established—adherence to	532 (1)
system—suggestions for improvement	531
system to be followed	531

# Index.

Dr—Ed

<b>Drill Books—</b>	Art., &c.
gun-drill—instructions to be adhered to . . . . .	900 (3)
gunner to conform to rules, &c. . . . .	640
<b>Drink—</b> altercations with men under influence of, to be avoided . . . . .	754 (5)
<b>Driver and Driver Mechanic—</b>	
mechanical road transport—allowance . . . . .	App. XV. (Pt. III., 59 and 60)
<b>Drowning—</b> body not recovered—procedure . . . . .	575 (8)
<b>Drugs—</b>	
dental—custody, dispensing and precautions as to . . . . .	1331g, 1331h
responsibility for issue and use of . . . . .	1330 (5)
<b>Drums—</b>	
inflammable liquids—approved pattern for . . . . .	540 (12)
marines—charge of . . . . .	1162 (1)
<b>Drunkenness—</b>	
avoidance and repression of . . . . .	6
definition, &c., of, for court-martial purposes . . . . .	691a (i)
muets of pay for . . . . .	793 (8)
punishments for . . . . .	793 (8), 794, 795
<b>Dryness—</b>	
measures to ensure dryness of ship . . . . .	554
mess decks and flats—preservation in bad weather . . . . .	554 (4)
<b>Duchess of Connaught—</b> standard used by . . . . .	41 (4)
<b>Duelling—</b>	
forbidden . . . . .	17, 726
measures to avert . . . . .	726 (2-4)
<b>Duke of Connaught—</b> embarked—hoisting of standard, salutes, &c. . . . .	41 (4)
<b>Dust—</b> prevention of . . . . .	1294 (6)
<b>Dutiable Articles—</b>	
Colonial ports—action in regard to local purchases at . . . . .	1772 (a)
Colonial ports—contracts for supplies at . . . . .	1770 (2)
declarations in regard to—upon arrival from abroad . . . . .	1887a
embarked duty free for use in H.M. Ships . . . . .	1886
notice forbidding landing without authority . . . . .	1884a (5)
<b>Duty—</b>	
absence from—punishments . . . . .	792-793a
assistance by every person in performance of . . . . .	5
diligent performance of—responsibility of Lieutenant . . . . .	617
extra—scale of extra pay for . . . . .	1468 (3)
extraordinary—extra pay to officers and men for . . . . .	1491 (1), (2)
general arrangement—Welfare Committee not to deal with . . . . .	11 (5)
special or particular—officers to have facilities to perform . . . . .	36
<b>Duty Men—</b> reliefs—meals for . . . . .	854
<b>Dysentery—</b>	
"carriers"—instructions as to . . . . .	1285a (7)

## E

<b>E.P.</b> . . . . .	1435
<b>East Indies Station—</b> colour of ships on . . . . .	1054 (2)
<b>Education—</b>	
progress of—examination and report on . . . . .	658 (1)
Warrant Ordnance Officer—test of candidates for . . . . .	App. X. (Pt. XVI.)
warrant officer—candidates for . . . . .	App. X. (Pt. XII.)
<b>Education of Children—</b>	
grants from Greenwich Hospital in aid of . . . . .	2009
grants from Rotely Bequest to officers' children . . . . .	2010
Greenwich Hospital School—admission of boys into . . . . .	2011
<b>Educational Certificate</b> . . . . .	380
kept with service certificate . . . . .	831 (12)

**Educational Establishment—**  
definition . . . . .ART., &c.  
page 6 (Vol. II.)**Educational Test**Leading rates—qualification for . . . . . 380, App. X. (Pt. XVII.)  
Part I. and higher—qualifications, &c., for . . . . . App. X. (Pt. XVII.)**Effects—**absentees and deceased men—charge of . . . . . 818 (3)  
absentees from ship under sailing orders—disposal . . . . . 806 (5)  
damaged or lost through collision with merchant ship . . . . . 573 (4)  
deserters'—restoration . . . . . 806 (6)  
deserters'—sale of . . . . . 1631 (5)  
disposal on death of officer or man . . . . . 1631  
distressed British subject dying on board H.M. ship—list of . . . . . 1631 (3)  
hospital—of persons sent to . . . . . 1601 (1)  
hospital—to accompany patients to . . . . . 1241  
improperly sold, &c., report . . . . . 620 (3)  
inventory upon death of officer or man . . . . . 1631 (1), (2)  
losses of—compensation for . . . . . App. VIII.  
patients' sent to hospital, &c.—preparation of and list . . . . . 1302, 1601 (1)  
purchase of—entry in ledger . . . . . 1577  
sale of—attendance of Master-at-Arms . . . . . 819 (2)  
sale on discharge—for recovery of value of kit and bedding . . . . .  
in certain cases . . . . . 1438 (2)  
sale or disposal of—on dismissal or discharge for misconduct . . . . . 759  
wilful destruction of—recovery of value . . . . . 1373**Efficiency Certificate (Sick Berth Ratings)** . . . . . 836**Electric Bells—responsibility for** . . . . . 901 (3)**Electric Light—**compass—authority to alter electric lighting of . . . . . 1005  
engineer officers—instruction of . . . . . 331  
precautions to be observed . . . . . 540 (6)  
responsibility for . . . . . 901 (3)  
use of—on board . . . . . 540 (2), (6)**Electric Motors—trials before commissioning** . . . . . 1052 (3)**Electrical Artificer, 4th Class—**

clothing gratuities . . . . . 1436 (3)

**Electrical Artificer Ratings—**advancement or confirmation—notation on service certificate . . . . .  
when competent for . . . . . 831 (13)  
disrating for misconduct . . . . . 776 (3)  
fit for Chief Electrician, Second Class—notation on service . . . . .  
certificate . . . . . 831 (13)  
hammockmen—employment of . . . . . 852 (7)  
kit upkeep allowance . . . . . 1440a  
messing arrangements . . . . . 852 (5)  
paying off—disposal on . . . . . 1129  
restoration after disrating . . . . . 776 (6), 777 (5), 777a  
wages, prize shares, qualifications, &c. . . . . App. XV. (Pt. I.)**Electrical Expert—officer regarded as** . . . . . 901 (1)**Electrical Fittings—**alterations and additions—list of . . . . . 1094 (2)  
circuits—balancing before commissioning . . . . . 1052 (8), (9)  
circuits—colours to be painted . . . . . 1055  
examination and test on commissioning, and alteration in . . . . . 500  
paying off—inspection and trial on . . . . . 1116  
reports on . . . . . 535  
responsibility for . . . . . 901 (1)  
trial after commissioning . . . . . 503, 1053  
trial and inspection before commissioning . . . . . 1052 (5-11)**Electrical Machinery—**charge of and responsibility for . . . . . 901 (1), (3)  
defects when in charge of Gunnery or Engineer Officers—  
procedure . . . . . 901 (4), (5)  
mainguards—precautions to be taken before repair or inspection . . . . . 901 (9)  
paying off—inspection and trial on . . . . . 1116  
repairs executed by . . . . . 947 (1)  
survey on relief of Torpedo Officer . . . . . 901 (6)

<b>Electrical Stores—</b>	ART., &c.
charge of . . . . .	1803
when no Torpedo Officer borne—responsibility for . . . . .	900 (5)
<b>Embassy—British—visit of ceremony to . . . . .</b>	97
<b>Embezzlement—</b>	
recovery from pay, &c., in case of . . . . .	1373
victualling stores—report . . . . .	1755
<b>Emergency—</b>	
conveyance of important despatches . . . . .	570 (2)
diversion of ship from original service in . . . . .	408
steam power to be used in . . . . .	815 (3)
Surgeons temporarily employed in . . . . .	App. XII.
time-expired men abroad detained in . . . . .	428
time-expired men detained in—allowance . . . . .	1448
<b>Emergency List Officers—called into active service—pay, &amp;c., and</b>	
command . . . . .	191
members of courts-martial . . . . .	670 (3)
<b>Employment—</b>	
civil—counting for naval purposes of . . . . .	239
civil—conditions under which officers may follow . . . . .	App. XIV.
officers in—drawing of half or retired pay or pensions by . . . . .	2017
shore—maximum period for officers . . . . .	243
<b>Enclosed Spaces—</b>	
ventilation . . . . .	543 (5)
<b>Enclosures—numbering of . . . . .</b>	1866 (1)
<b>Enemy—</b>	
neutral ports—hostilities forbidden in . . . . .	492 (3)
shelter in neutral port . . . . .	492
<b>Engagements (Generally)—</b>	
Boy Servants . . . . .	358 (2)
completion while abroad—procedure . . . . .	369 (2-6)
continuous, non-continuous and special service . . . . .	363-74
continuous service—counting of time in dockyard as rigger . . . . .	1126 (3)
continuous service—period of . . . . .	363 (2)
expiration abroad—date of cessation of pay . . . . .	1428 (2), (3)
expiration abroad—discharge or detention on . . . . .	428
expiration abroad—men remaining after . . . . .	371
expiration abroad—passage upon . . . . .	1533
expiration abroad—retention after . . . . .	1428 (4)
expiration—allowance to men detained after . . . . .	1448
expiration of continuous service at home—discharge from	
ship's books . . . . .	597
invalided or discharged men re-entered . . . . .	368
marine—time forfeited towards completion in case of . . . . .	1189 (4)
non-continuous service men volunteering for continuous service . . . . .	364 (3)
non-continuous service period of . . . . .	365 (1)
officers' stewards and cooks . . . . .	358 (17)
period of service under . . . . .	369 (1)
renewal abroad . . . . .	370
sale of clothing prior to expiration . . . . .	735 (2)
service towards—how calculated . . . . .	page xiii (Vol. I.)
special service—form and particulars . . . . .	App. XV. (Pt. II.)
wording of . . . . .	363 (5)
<b>Engine Bearers—</b>	
composite ships—half-yearly examination and report . . . . .	1073
work under—extra pay for . . . . .	1475
<b>Engine Department . . . . .</b>	909-77
cleaning—arrangements for . . . . .	1113
coaling instructions . . . . .	926-35
duties of Engineer Rear-Admiral or Engineer Captain . . . . .	936-45
duties of the Engineer Officer . . . . .	946-75
efficiency, economy, or improvements in—suggestions for . . . . .	944
inspection daily when ship in harbour . . . . .	977
instructions—general . . . . .	909-25



<b>Engine Room—</b>	ART., &c.
attendance of and visits by the Engineer Officer	955
extra issues to persons in	1690 (3), (5)
fire precautions	540 (22)
fire precautions—notice as to	540 (23)
good order and cleanliness of—responsibility for	953
Midshipman's certificate of qualification in	270 (1)
Midshipmen's training in	App. X. (Pt. I. (23))
Sub-Lieutenants training in	562 (2), (3), 954 (4-8)
superintendence of	954
telegraph—examination, verification and record of	958
visit of Captain periodically	565
watches—when staff to be in three	915 (5)
water-tight doors—closing at sea	542 (3-5)
<b>Engine Room Artificer, 4th Class—</b>	
acting—clothing gratuity on being rated	1436 (3)
training of	954 (2)
<b>Engine Room Artificer, 5th Class—</b>	
clothing gratuities	1436
clothing gratuity on being rated Acting 4th Class	1436 (1), (2)
<b>Engine Room Artificers (Generally)—</b>	
charge and control of	976 (3)
charge pay and senior allowance	1408a, App. XV. (Pt. III. (25-7))
disrating for misconduct	776 (3), (4)
hammockmen—employment of	852 (7)
messing arrangements	852 (5)
paying-off—disposal on	1129
promotion to Engineer Lieutenant—selection and qualifica- tion for	App. X. (Pt. V.)
promotion to Mate (E)	281a
qualified for advancement—report	1855
repairs to pumping engines and air compressors—availability for	888 (1)
restoration after disrating	776 (6), 777 (5), 777a
service certificates—special notations on	831 (13)
superior duty performed by—pay	1432 (5)
wages, prize shares, qualifications, allowances, &c.	App. XV.
<b>Engine Room Ratings—</b>	
care of machinery—told off to assist Gunnery and Torpedo Officers	888
charge pay and senior allowance	1408a
duties—allocation of	953
instruction of—suitable routine for	941
kit upkeep allowance	1440a
oil fuel—notation of qualification in	831 (13)
repair of machinery—detailing for	888
tropical allowance—when payable	1476
<b>Engine Room Register</b>	
boilers—notation of durability of	967
coal inferior or defective—notation of	929
coal or fuel under trial—record of	1806 (9)
daily inspection of	558
entries in, signature and disposal of	959
examination of steering gear and engine room telegraph— record of	958
inspections by Engineer Rear-Admiral or Engineer Captain— notation	938-9
oil fuel—defective or inferior—notation of	929
rough—preservation after collision	573 (6)
safety valve—notation of reduction of load on	966
speed—notation of most economical	916
suggestions as to repairs, &c.—record if not carried out	960
survey of machinery and boilers—report of	921
transmission into office	1874 (2)
war—procedure in time of	App. XIX. (Pt. X.)
water for boilers—record of	972
<b>Engine Room Watch Certificate—</b>	
instruction and training of E.R.A.'s, 4th Class, for	954 (2)
notation on service certificate	831 (13)

# Index.

En

<b>Engineer Captain—</b>	Art., &c.
absence—duties during . . . . .	945
borne for duty with the Fleet—stationery . . . . .	1817a (4)
duties of . . . . .	938-45
promotion to . . . . .	278
reports from Engineer Officers of ships . . . . .	968
ships of squadron—superintendence and inspection of machinery and boilers . . . . .	937
<b>Engineer Captain of the Fleet—</b>	
steam trials—attendance at . . . . .	912 (3)
<b>Engineer Commander—</b>	
promotion—half-yearly recommendations for . . . . .	515 (3a)
promotion to . . . . .	279
vacancy for—acting appointment in . . . . .	231 (1b), 233
<b>Engineer-in-Chief—selection of . . . . .</b>	276
<b>Engineer Lieutenant—</b>	
candidate for—failure at examination . . . . .	App. X. (Pt. V. (9))
candidates for—selection and qualification . . . . .	App. X. (Pt. V.)
commissioned officers from warrant rank and warrant officers eligible for promotion to . . . . .	299, App. X. (Pt. XI.A.)
commissioned officers from warrant rank pensioned with rank of—recalled to active service . . . . .	191 (3)
examination for—subjects . . . . .	App. X. (Pt. V. (11), (12))
outfit gratuity to Mates (E.) on promotion to . . . . .	1419a
promoted from warrant rank waiting disposal—where borne . . . . .	229 (1)
promotion from warrant rank to—commission required . . . . .	223 (1)
qualifications for . . . . .	281
paying off—disposal on . . . . .	1129
waiting disposal—where borne . . . . .	229 (1)
<b>Engineer Lieutenant-Commander—</b>	
acting as—appointment in vacancy . . . . .	231 (1b), (1c), 233
junior service—how counted . . . . .	248 (1), 251
promotion to . . . . .	280
promotion to Engineer Commander . . . . .	279
<b>Engineer Officer of the Watch—</b>	
duties of . . . . .	976-7
leaving engine-room—instructions as to . . . . .	976 (1)
<b>Engineer Officer—Second—cabin for . . . . .</b>	850 (2)
<b>Engineer Officer, The—</b>	
absence of—duties during . . . . .	975
aircraft carriers—petrol and lubricating oils in . . . . .	935d
armament machinery—responsibility for ring main and reservoirs . . . . .	948a
boilers and machinery—acquaintance with and information regarding . . . . .	909-10
boilers, new or repaired—information regarding . . . . .	910
cabin for . . . . .	850 (2)
coal received on board—quantity and quality of . . . . .	927
composite ship—examination and report on condition of . . . . .	1073
condition of ship—quarterly examination and report on . . . . .	1072
defects in gun mountings—attention to be called to . . . . .	900 (1)
definition of the term . . . . .	page xii (Vol. I.)
duties of . . . . .	946-75
electrical machinery in charge of—repairs . . . . .	901 (5)
Engine-Room Artificer doing duty of—pay . . . . .	1432 (5)
gun mountings and torpedo tubes and fittings—repair of . . . . .	892
gunnery repairs—direction of . . . . .	900 (6)
hydraulic pumping engines and air compressors—repair of . . . . .	888 (1)
knowledge of details of ship—examination in . . . . .	330
mechanical repairs—execution of large . . . . .	888 (2)
oil fuel received on board—responsibility for . . . . .	927
oil fuel—receipts from tank vessels . . . . .	933b (3)
oil fuel supplied from shore tanks—measuring . . . . .	935
paying off—detained for survey of machinery, &c. . . . .	1112 (3)
punishments awarded by . . . . .	752 (1), 753 (1), (2), 796
relief of—survey of machinery and boilers on . . . . .	921

<b>Engineer Officer, The—continued.</b>	ART. &c.
steam trials—charge of machinery during	912 (1)
summary punishments—delegated authority to award, and record of	752 (1), 753 (1), (2)
watchkeeping in engine room—responsibility for employment of Engineer Officers in	954 (3)
water-tight compartments, &c.—examination of	546 (2)
water-tight doors, &c.—responsibility for	546 (1), 957 (2)
<b>Engineer Officers (Generally)—</b>	
acting orders—eligibility for	283
acting time—how to count	248 (3), 253
appointment for instruction of military branch officers in steam	562
appointment to ship paying off for refit	1117 (2 (f))
capabilities—knowledge of by Engineer Rear-Admiral or Engineer Captain	941
certificates, how time is reckoned for	pages xiii-xiv (Vol I.)
charge pay and senior allowance	1408, App. I., Pt. I
confirmation in rank—eligibility for	283
duties—allocation of	953
entered temporarily and transferred to permanent list—junior service	248 (4)
full pay—as to counting of acting time	248 (3), 253
full pay—counting of junior service for increase	248 (1), 251
good service pensions	1922, 1924
half-pay—counting of junior service	248 (1), 251
instruction in Whitehead electric light and hydraulic machinery	331
instruction of—suitable routine for	941
junior service—how counted	248 (1), 251
knowledge of details of ship—examination	330
overseers serving in shore appointments—reports on	1851 (6c)
promotion—half-yearly recommendations for	515 (3a)
promotion—exceptional	275
promotion—qualifications and examinations for	275-83
relative rank with other branches and army officers	169 (2), 219
reports upon	1851 (5)
retired pay—counting of junior service	248 (1), 251
senior service—commencement	251
service, how calculated	pages 7-8 (Vol. II.)
superintendence and instruction of	954
time for certificates gained at R.N. College—counting of	248 (2)
time undergoing course—how counted	331 (3)
training and examinations generally	330-1
valves and fittings—knowledge of	948
<b>Engineer Rear-Admiral—</b>	
absence—duties during	945
borne for duty with the Fleet—stationery	1817a (4)
duties of	938-45
machinery boilers, &c., on paying off	1112 (1)
qualifications for	277
reports from Engineer Officers of ships	968
ships of squadron—superintendence and inspection of machinery and boilers	937
<b>Engineer—Senior—</b>	
cabin for	850 (2)
summary punishments—delegated authority to award, and record of	752 (1), 753 (1), (2)
<b>Engineer Sub-Lieutenant—</b>	
extra pay for receiving stores in Dockyards	1471, 1491 (9)
<b>Engineering—</b>	
appointments—selection for	326 (4)
defects—report on	940
gear—spare	952
Lieutenants specialising in—training and courses	326
Midshipmen—training of	App. X. (Pt. I. (7))
Officers specialising—duties on which to be employed	975a
Officers specialising in—pay	1393a
Officers specialising in—selection, training, &c.	321, 326
	App. X. (Pt. II.)

# Index.

En

<b>Engineering—continued.</b>	ART., &c.
specialist officers—not available for navigating duties	180 (2)
work—pay for	1488 (3), 1491 (9)
<b>Engineering Staff—</b>	
duties—allocation of	958
electrical machinery—repair of	901 (4)
repairs executed by	947 (1)
repairs—expeditious carrying out of large mechanical	888 (2)
<b>Engineer's Accounts—</b>	
responsibility for	949
war—modified procedure in time of	34, App. XIX. (Pt. VI.)
<b>Engineer's Expense Books—</b> examination of	938, 1808
<b>Engineer's Stores—</b>	
accounts—inspection of	1808
charge and responsibility for	949
excessive expenditure—report of	938
expenditure—attendance to	976 (2)
surveying officers	1819
<b>Engineer's Workshop—</b> repairs executed in	947 (1)
<b>Engineer's Writer—</b>	
allowance	1461
report upon man doing duty as	1461 (2)
ship undergoing trials, &c.—allowance to rating doing duties in	1462
<b>Engines—</b>	
allowances to officers for charge of	1408, App. I. (Pt. I.)
allowances to ratings for charge of	1408a, App. XV. (Pt. III. (25-7))
charge of by E.R.A.—notation of qualification on service	
certificate	831 (13)
defects—report on	940
efficiency or improvement—suggestions for	944
information to Captain as to—on appointment	523 (1)
internal combustion—notation of stoker's experience in	835 (1), (2)
moving under steam—precautions before	913
preservation of—precautions to be observed	564
superintendence and inspection of	937-8
trials—making, and report of	917
working condition of—information to Engineer Rear-Admiral or Engineer Captain	943
<b>Enlistment—</b>	
fraudulent by marine—effect on badge time	1189 (5)
fraudulent by marine—time	1205
<b>Ensigns (Generally)—</b>	
Colonial merchant vessels—worn by	127 (2)
Colonial ships or vessels—worn by	122
H.M. Ships—flying by	120a
H.M. Ships—hoisting and hauling down	120, 143 (2)
improper—penalties and procedure in regard to	129
improper—seizure and forfeiture of	129 (1 (3))
merchant ships commanded by retired naval officers or by R.N.R. officers	126 (1), (2)
merchant ships, subvented—worn by	126 (3)
merchant ships—to be worn by	129 (1 (1))
merchants ships—worn by	127
navy and not navy—wearing of	118-26
public office—carried by vessels belonging to	123
ships or boats privately owned—to be worn by	129 (1 (1))
surveying vessels, hired—worn by	125
transports—worn by	124
warrant to fly other than red	129 (1 (1))
<b>Enteric Fever—</b>	
dissemination of—precautions	1235a
<b>Entertaining Allowance</b>	1402a-4
Commodore, 2nd Class, in receipt of table money—not payable to	1387 (2), 1388 (3)
<b>Entertainment of Passengers</b>	1540-1558
<b>Entertainment, Public—</b> uniform to be worn by officers at	155 (2)

Entry—	Art., &c.
age for man's rating . . . . .	353
age—procedure for securing record of . . . . .	355
army man discharged by purchase . . . . .	603 (3)
army time counting for badges on . . . . .	748
bedding, gratuitous issue of . . . . .	1738 (1)
boy under 17 years—consent . . . . .	353
British seamen from foreign ships . . . . .	362
candidates for—dental history cards . . . . .	1331 1
candidates for—meal on arrival of . . . . .	1690 (12)
candidates for—precautions as to . . . . .	353-5
classification for conduct on . . . . .	781 (2)
classification for leave on . . . . .	785 (2)
clothing—ratings entitled to gratuitous issue of . . . . .	1738 (2)
continuous, non-continuous and special service . . . . .	363-74
continuous service—documents, notations, &c., to be completed . . . . .	364
disinfection on—if considered necessary . . . . .	1283
documents, &c.—safeguarding and facilitating return to men . . . . .	354 (2)
enquiry as to previous certificate . . . . .	829 (1)
false statements—penalty for . . . . .	354 (Note)
Flag Officer's retinue . . . . .	1424 (3)
foreigners or men of colour . . . . .	356
fraudulent, from force affiliated to the Army—charges against . . . . .	1464-5
pay and report of . . . . .	1438
fraudulent—value of kit and bedding recoverable on discharge . . . . .	361
for . . . . .	1738 (2)
information and explanations to be given on . . . . .	1568 (1)
kit—ratings entitled to gratuitous issue of . . . . .	356
ledger—notation in . . . . .	747
Maltese, entry of . . . . .	1183 (2)
marines as seamen—badges . . . . .	-351-2, 1312-7
marines on entry—classification for conduct . . . . .	1592
medical examination for . . . . .	1496 (2)
merchant ships—wages of men entered from . . . . .	359
officers on—travelling expenses . . . . .	357-9
officers' stewards and cooks from the shore—age . . . . .	1424 (1)
officers' stewards, cooks and servants . . . . .	App. XV. (Pt. I.)
pay commences from date of . . . . .	354
qualifications for various ratings . . . . .	1317
questions to be answered by candidates . . . . .	1593 (1), 1595
rejection of candidates for . . . . .	506
return of—monthly, &c. . . . .	402
return of—on commissioning . . . . .	1316
rifle and field exercises—instruction on joining . . . . .	69 (VI.)
vaccination on . . . . .	55 (1), 60
<b>Envoy Extraordinary—salute—particulars of . . . . .</b>	
<b>Envoys—salutes in India . . . . .</b>	
<b>Epidemic—</b>	
disinfection after . . . . .	1284 (2)
record of . . . . .	1307, 1309 (1)
report upon . . . . .	1259
<b>Equipment of Ship—</b>	
commissioning—of ship on . . . . .	1052-63
expeditions—Commander-in-Chief to ensure . . . . .	419
hastening by Captain on commissioning . . . . .	524 (1)
ships at home ports—responsibility of Commander-in-Chief . . . . .	498 (1)
survey of . . . . .	1077
<b>Equipment, Marines'—losses of—compensation for . . . . .</b>	1559, App. VII.
<b>Erasures—pay accounts—how to make in . . . . .</b>	1605 (2)
<b>Escorts—</b>	
composition of . . . . .	815 (3)
imprisonment or detention—for men sentenced to or released . . . . .	773 (2)
from— . . . . .	
<b>Establishment Allowance—</b>	
Flag Officers and Commodores, 1st Class . . . . .	1386a, App. I.

# Index.

Es—Ex

<b>Establishments—</b>	Arr., &c.
Naval, Fleet, Civil, Medical and Educational definition of terms	page 6 of Vol. II.
<b>Evening Gun—</b>	
firing of	141-3
Sovereign or Prince of Wales present—time of firing	143 (1)
<b>Evidence—</b> confessions made at investigation—admission of	754 (6)
<b>Evolutions—</b>	
instruction of officers in	563
mistakes or negligence in performance of—correction	518
motions of Senior Officer to be followed	31
record in log	1025 (3)
Senior Officer to exercise ships in	466
supervision by Flag Officer, &c.	518
surveying ships—as to following	409 (2)
<b>Examinations (Generally)</b>	App. X.
Civil Service, permission to attend	13
preparation for—assistance by Naval Instructor in	662 (1)
travelling expenses incurred in attending	1496 (8)
<b>Examinations (Officers)</b>	321-350, App. X.
arrangement for—by Commander-in-Chief or Senior Officer	432
documents to be produced by candidates	349
eligibility of candidates	348 (1)
false certificates produced at	350
for promotion	257-316, App. X.
regulations—general	348-50
stationery—allowance for provision of	1415
when to be held	348 (2), (3)
<b>Examinations (Men)—</b>	
assistance of Naval Schoolmaster at, when required	389 (1)
dealt with by Captain of the Fleet	522
notation in ledger	1563 (4)
notations of	831 (12)
ratings generally—provisional examinations	383 (4)
<b>Examiners—</b>	
payment for setting and marking papers at examination afloat for Lieutenant	App. X. (Pt. II. (2))
<b>Exchange from one Ship to another—</b>	
applications—procedure in regard to	595
men—dealt with by Captain of the Fleet	522
<b>Exchange Value—</b> certificate and notations as to rate of	1652 (2), 1667
<b>Executive Officer—</b>	
Accountant Officer's duties—appointed in charge of	1341a
cabin for	850 (2)
command during Captain's absence—powers when in	173 (2)
commands all officers of non-military branches	216
connection with canteen committee—maintenance of	856 (1)
definition of the term	page xii (Vol. I.)
exorbitant prices charged by bumboatmen—report by police	818
investigation of complaints by	663a (iii), (iv)
marine officers, non-commissioned officers and men—command over	1195 (1)
men's characters—consulted as to assessment of	825
postal packets—receipt and distribution	579 (2), 582
punishments awarded by—record	827
Regulating Branch—responsible for	814
routine duties in absence of Captain	178
sleeping out of ship	727
summary punishments—delegated authority to award	752 (1), 753 (1), (1a)
training of Midshipmen afloat	App. X. (Pt. I., Sec. II. (6))
<b>Exercises—</b>	
established—adherence to	532 (1)
record in log	1025 (3)
ship's—regulation by Senior Officer	466
surveying ships—as to taking part	409 (2)
<b>Expense Book—</b> stores injured or lost—record in	1025 (3)

	ART., &C.
<b>Expenses—</b>	
deserters and absentees—charged against wages . . . . .	808 (4)
deserters and absentees—notation of charges against . . . . .	810 (3)
deserters or absentees—apprehension of . . . . .	808
unnecessary—forbidden . . . . .	15
<b>Explosion—oil—prevention of . . . . .</b>	933c
<b>Explosives—</b>	
compartments containing—regulation as to naked lights . . . . .	540 (2)
embarkation of—observance of smoking regulations during . . . . .	548 (10)
keys of compartments containing . . . . .	537a
paying off—how dealt with on . . . . .	1117
private—on board ship . . . . .	540 (16)
receipt or discharge of—direction as to smoking and fires during . . . . .	896 (8), (9)
removal on docking, &c. . . . .	539
ship entering harbour, dock, &c.—retention in or removal from . . . . .	896 (1)
torpedo—duties of Torpedo Gunner regarding . . . . .	642
vessels laden with—precautions on approaching . . . . .	990
<b>Exposure on Service—extra issues on account of . . . . .</b>	1690 (4)
<b>Extempore Appliances—precautions as to use of . . . . .</b>	1069 (2)
<b>Extension Pay . . . . .</b>	1435
<b>Extra Guard—award to Marines . . . . .</b>	757, 798
<b>Extra Pay—</b>	
adjustment of—use of postal orders for . . . . .	1468–1491
applications dealt with by Captain of the Fleet . . . . .	1640 (29)
armourer's work—to seamen and marines for . . . . .	522
authority for payment of . . . . .	1491 (9)
breadmaking—to Cook ratings for . . . . .	1468 (1)
casual services—to officers, petty officers, men and boys for . . . . .	1704 (3)
Chaplain for doing another's duty . . . . .	1468–86
Chaplain—scale for . . . . .	1473
civil establishments abroad—for local audit and stocktaking in . . . . .	660
clerical duties—for assisting in . . . . .	463
climate pay . . . . .	1474, 1491 (9)
coaling ship . . . . .	1488, 1491 (9)
conditions under which not allowed . . . . .	1491 (9)
deceased officer or man . . . . .	1468(2),(4),(5)
deserters or absentees—for collection of . . . . .	1631 (1 (j))
docking or undocking abroad—to Carpenter rank or rating . . . . .	810, 1484
double bottoms—for work in . . . . .	1486
extraordinary service—to officers or men for . . . . .	1475, 1491 (9)
field allowances, &c. . . . .	1491 (1), (2)
firewood—extra pay for cutting . . . . .	1489–90, 1491 (9)
governments or departments—for work done for other . . . . .	1485, 1491 (9)
hammockmen—to men or boys employed as . . . . .	1491 (4)
hard-lying money . . . . .	1483
ineligibility for—conditions of . . . . .	1487, 1491 (9)
men of other ships employed on repairs . . . . .	1468a (6)
mud or water—for work in . . . . .	1098 (2)
native ratings—rates for . . . . .	1481
occasional services—not granted for . . . . .	1468 (6), 1491 (9)
payment and calculation of . . . . .	1468 (2)
private individuals—for work done for . . . . .	1491 (5–10)
record of . . . . .	1491 (3)
responsibility for credits of . . . . .	1562 (2)
salvage operations—claimed in connection with . . . . .	1602 (2)
scale of—for officers, petty officers, men and boys . . . . .	1889 (5)
second class for conduct—deduction when in . . . . .	1468 (3)
ship's police or others collecting deserters or absentees . . . . .	780 (4)
shore appointments—of persons serving in . . . . .	810
steaming in the tropics . . . . .	1591
stoker ratings running torpedoed boats for educational, &c., . . . . .	1476
purposes . . . . .	1478, 1491 (9)
stoking—to soldiers and others . . . . .	1477, 1491 (9)
sub-vouchers—disposal of . . . . .	1589
swinging ships for adjustment of compasses . . . . .	1472
vouchers in support of . . . . .	1575 (3)
working parties in the dockyards . . . . .	1468a

# Index

Ex—Fi

<b>Extra Pay List—</b>	ART., &c.
particulars on, approval and disposal of . . . .	1491 (6-8)
<b>Extra Work and Drill—award and routine of</b> . . . .	757, 784
<b>Extra Work or Drill—award and record of</b> . . . .	757, 796

## F.

<b>"F"—on service certificate</b> . . . .	830 (8)
<b>Fancy Dress Balls—uniform—wearing of, by officers</b> . . . .	155 (3)
<b>Fees—</b>	
contractors, &c.—forbidden to be received from . . . .	1788
<b>Fencing—encouragement of</b> . . . .	907 (4)
<b>Field Allowances</b> . . . .	1489-90, 1491 (9)
record of . . . .	1562 (2)
<b>Field Exercises—instruction of various ratings in</b> . . . .	402
<b>Field-Marshal—salute—particulars of</b> . . . .	69 (XIX.)
<b>Field Punishment No. 1—</b>	
badges—effect upon . . . .	1188 (5)
character—effect upon . . . .	829 (9)
<b>Field Training—</b>	
extra pay during . . . .	1490, 1491 (9)
Marine detachments serving afloat, &c. . . .	1156 (10)
<b>Files—marines—charge of</b> . . . .	1162 (1)
<b>Fighting Spaces—ventilation</b> . . . .	543 (5)
<b>Filters—cleaning—precautions as to men engaged in</b> . . . .	1285a (2)
<b>Fire—Accidental—</b>	
losses by officers and men through—compensation for . . . .	1559
offenders released in case of . . . .	816 (5)
oil—prevention of . . . .	933c (3)
oil fuel—precautions . . . .	935b
precautionary measures in case of . . . .	540-1
<b>Fire Bill—</b>	
preparation—responsibility for . . . .	900 (1)
use, distribution, and responsibility for . . . .	612 (1), (2)
<b>Fire Control—</b>	
fittings—precautions to ensure secrecy . . . .	538 (3)
instruments—responsibility for . . . .	648a (1)
platform—admission to . . . .	538 (1)
<b>Fire Precautions—</b>	
engine-room when in harbour . . . .	977
explosives—during receipt or removal of . . . .	896 (8), (9)
flooding arrangements—drawings of . . . .	1068
machinery or boilers under repair by dockyard or contractor . . . .	969
magazine open . . . .	820
oil fuel . . . .	933c (3), 935b
posting of notice of . . . .	540 (23)
regulations—establishment by Captain . . . .	541 (1)
regulations to be observed . . . .	540
ship in dock, &c. . . .	896 (6), (7)
Shipwright Officer—to be taken by . . . .	644 (8)
<b>Fire Service—drawings explanatory of</b> . . . .	541 (2)
<b>Fire Stations—</b>	
daily while ship in dock, &c. . . .	896 (7)
establishment by Captain . . . .	541 (1)
Ships' Steward ratings and Officers' Stewards, Cooks, and servants . . . .	612 (3)
<b>Fire-arms—</b>	
private—custody of . . . .	734
use of, when assisting civil power at home . . . .	479



# Fi

# Index.

<b>Fires—</b>	Art., &c.
lighting, &c.—record in log . . . . .	1025 (3)
lighting early to raise steam . . . . .	564
out—responsibility for . . . . .	817
<b>Firewood—</b>	
extra pay for cutting . . . . .	1485, 1491 (9)
implements for cutting—supply of . . . . .	1485 (2), 1491 (9)
<b>Firework Signals—precautions to ensure secrecy</b> . . . . .	538 (3)
<b>Firing—</b>	
on shore or in foreign port—precautions . . . . .	884
<b>Firing Circuits—responsibility for</b> . . . . .	892 (8)
<b>Firing Manual—compliance with</b> . . . . .	882 (1)
Acting Gunnery and Torpedo ratings—to carry out firings laid down in . . . . .	398 (3)
<b>Firing Party—funerals—strength and composition for</b> . . . . .	152 (2), (3)
<b>First Aid—</b>	
instruction in—officers and men to be given . . . . .	1295 (2), (3)
qualification in—notation of . . . . .	1295 (4)
<b>First Class Ships—</b>	
allowance when passed for pilotage in . . . . .	323 (13), (14)
examination in navigation and pilotage for . . . . .	323 (9-15), App. X. (Pt. III.)
<b>First Lord Commissioner of the Admiralty—salute—particulars of</b> . . . . .	69 (XIII.)
<b>First Writer—</b>	
Chief Writer's duty—pay when doing . . . . .	1432 (5)
duty performed by inferior rating—pay . . . . .	1432 (5)
wages, prize shares, qualifications, &c. . . . .	App. XV., (Pt. L)
<b>Fisherman—engagement and payment for any lengthened service</b> . . . . .	999
<b>Fishery Protection Flotilla—leave—short and long</b> . . . . .	872 (4a), (4b)
<b>Fishing Vessel Log</b> . . . . .	573a, 619 (4a) App. XVIII. (Pt. I. S 1176)
<b>Fishing Vessels and Boats—</b>	
avoidance of . . . . .	1041 (26)
lights carried by . . . . .	1041 (9)
national colours—exemption from regulation as to hoisting . . . . .	130 (1)
sound signals in fog, snow, &c. . . . .	1041 (9 (i))
<b>Fittings—</b>	
alterations in establishment of . . . . .	1069 (1)
alterations or additions—list of . . . . .	1094 (2)
alterations or additions—visit by Captain of the Dockyard to report on . . . . .	1060
battening down—maintenance of serviceability . . . . .	644 (4)
condition—duties of Shipwright Officer in regard to . . . . .	644 (7)
condition—maintenance of . . . . .	644 (11)
defects—report by Commander-in-Chief . . . . .	419
electrical—trial after commissioning . . . . .	1058
Engineer Officers' knowledge of . . . . .	330, 948
gunnery, torpedo and electrical—inspection and trial on paying off . . . . .	1115-6
hospital ship—suggestions as to . . . . .	1262
information furnished to the Engineer Officer as to . . . . .	950
information to Captain on appointment . . . . .	523 (1)
injury or loss—record in log . . . . .	1025 (3)
inspections—enquiry as to preservation . . . . .	424 (15)
keys of—disposal on paying off . . . . .	646 (2)
keys of—responsibility for . . . . .	646
mechanical—charge and inspection of . . . . .	946 (1), (2)
paying off—not to be removed on . . . . .	1114
secret—precautions to be taken . . . . .	538 (3)
Shipwright Officer's knowledge of—examination . . . . .	339
spare—alterations in . . . . .	1094 (11), (12)
spare—report if left behind on commissioning . . . . .	1064 (2)
spare—trial of . . . . .	1064
survey by dockyard . . . . .	1077 (2-4)
torpedo—repair of . . . . .	892
trials before commissioning . . . . .	1052

# Index.

# Fi—Fi

## ittings—continued.

ventilating—efficiency and readiness of	ART., &c.
water-tight—action at inspections	554 (1)
water-tight—care of	544 (3)
weight on board—information and return of	544 (2)
	1066

## ixtures—

dispensed with on re-commissioning abroad	1801
lists—compliance with instructions in	1789
lists—return of amendments required to	1094 (19)
paying off—not to be removed on	1114
paying off—procedure for dealing with, on	1117-20
survey as to quantity	1835

## Flag—

action—display during	120a (2)
Admiral—distinguishing	103
Admiral of the Fleet—distinguishing	102
Admiral's—displaced by other flag, &c.	111
Admiralty—displaces other flag or pendant	111 (1)
ashore—Flag Officer may be authorised to fly	110
authorities, other than naval—distinguishing	113-7
"Blue Peter"—recalls men on leave	878
boats—when colonial, diplomatic, or consular official embarked	115 (a)
Captain of the Fleet—painted on boat	107
civil functionary—where flown on embarkation	111 (3)
Colonial Governor, &c., embarked on foreign mission	116 (2)
Colonial Governors, &c.—when to be flown	115-6
colonial merchant vessels—worn by	127 (2), (3)
colonial ships or vessels	122, 123 (2)
Commissioners and Consuls-General—distinguishing	114 (1 (b))
Consul-General, &c.—flying of	115-6
Consuls-General, Consuls, &c.—distinguishing	114 (1 (d))
diplomatic officials—distinguishing	114 (1 (b))
diplomatic officials—flying of	115-6
displacement by other flag, &c.—general rules	111
embarkation or conveyance of colonial officials—flying on	114-7
Flag Officers'—distinguishing	103
Flag Officers'—hoisting of	224 (1)
Flag Officers'—while retained in rank from which promoted	182 (3), 183
forbidden to be flown by naval officers	121
foreign—condition regarding salute to	81
foreign—display of, when saluting	44 (1), 45 (1), (2)
foreign national—display on firing salute	52
foreign national—return of salute to	92 (2)
General Officer commanding station—distinguishing afloat	114 (1 (a))
General Officer commanding station—flying of	115-7
General Officer embarked—flying of	117
Governor, &c., or High Commissioner—distinguishing	114 (1 (c))
honorary flag officers—salutes, &c., to	224 (2)
honorary flag officers—when flown by	224 (2)
improper—penalties and procedure in regard to	129
improper—provisions of Merchant Shipping Act, 1894, in regard to	129 (1)
improper—seizure and forfeiture of	129 (1 (3))
in India—action when undesirable to hoist	68 (4)
in India—hoisting of the Viceroy's	68
King's Harbour Master afloat	109a
Lord High Admiral's—when flown	101
lowering to foreign ship	82
merchant and other ships—worn by	127
merchant ship's refusal to hoist—procedure	130 (2)
merchant ships—when to hoist	130 (1)
military functionary—where flown on embarkation	111 (3)
national flags	127-30
national, in foreign ports—salute to	47
national—return of salute to	92 (2)
national—salute to	78
naval authorities—distinguishing	101-12
painted on boats	104-7
pilot—description	128

<b>Flag—continued.</b>	Art., &c.
public office—carried by ships and vessels belonging to	123
quarantine—when to be flown	1882 (2)
Rear-Admiral—distinguishing	103
Royal—hoisting, salutes and respect to	40, 48
salute—hoisted during	95
salute to senior's—by Commander-in-Chief East Indies	61 (1)
salutes in India—hoisted during	65
senior officer—distinguishing	112
striking—documents, books, &c., to be signed before	35
surveying vessels, hired—worn by	125
transports, hired—carried by	124
two Flag Officers of same rank present—distinguishing flags	105
Vice-Admiral—distinguishing	103
Vice- and Rear-Admiral's—painted on boats	104
Viceroy of India—mast worn on	111 (2)
visits from military, colonial, &c., officials—flying during	115 (c)
worn by ships in commission	118-9
<b>Flag Allowances</b>	1405, App. I. (Pt. I.)
alteration—authority required for	1366
commencement and cessation—dates of	1405 (3)
higher rate—payment in special cases	1405 (6)
when and where not payable	1405 (2)
<b>Flag Captain—</b>	
messing of	837 (3)
temporarily acting as—payment of command money while	1403
<b>Flag Lieutenant—</b>	
cabin for	850 (2)
disposal on death of Commander-in-Chief	456
nomination and appointment of	228 (3)
<b>Flag of Flag Officer—</b>	
absence on leave—striking of during	861 (2)
Admiral Superintendent at home transferring command to successor	206
Commander-in-Chief at home transferring command to successor	206
distinguishing	103
displaced	111
flying ashore	110
flying of—after junior Flag Officer killed in battle	202
flying of—on removal to another ship during action	200-1
hoisting	224 (1)
promotion	182 (3), 183a
salutes to	74
shifting on board another ship	199
struck temporarily—continuance of flag allowances	1405 (4)
transferred temporarily to another ship—command money to Captain	1403
<b>Flag Officer—</b>	
advances on appointment from half pay, &c.	1607
allowances	1379-86a, App. I.
appointment as, while abroad—procedure on	82-3
appointment of	224 (1)
Captain (E†) eligible for promotion to	326 (9)
Captain of the Fleet appointed to assist	225
Captain of the Fleet—flag painted on boat	107
communications with ships under another Flag, &c., Officer	1862
correspondence of junior—how to be addressed	1863
directing operations for disabled senior—flying of flag	200
disabled in action—procedure	200
duties generally	516-20
engines, boilers and machinery of ships—information regarding	938
flag displaced by other flag, &c.	111
flag flown ashore—authority for	110
flags—distinguishing	103
flags which are forbidden	121
foreign—salute	76
foreign—salute on meeting	79

<b>Flag Officer—continued.</b>	ART., &c.
foreign—salutes when visiting ship . . . . .	77
funeral honours . . . . .	150
good service pensions . . . . .	1922-3
gunnery course . . . . .	320
illness—striking of broad pendant . . . . .	205a
in chief command—attendance at Admiralty on expiration of appointment . . . . .	455
ineligibility for rank of—causes . . . . .	284 (3)
junior, killed in battle—procedure . . . . .	202
killed in action—procedure . . . . .	201
leave of absence when on home service . . . . .	861
mess traps—supply of . . . . .	840
passing in boat—honours and marks of respect . . . . .	187
pay—commencement and cessation of . . . . .	1375-6, 1378
pay—deductions from . . . . .	1373-4
present in home port—authority of Commander-in-Chief over . . . . .	498 (1)
present in home port—letters, returns, &c., from . . . . .	499
promoted, alteration of flag . . . . .	183a
promotion—how regulated . . . . .	264 (1)
qualifications for rank of . . . . .	263
rank and command . . . . .	192
relative rank and precedence in the colonies . . . . .	222
removal on board another ship . . . . .	199
responsibility for safety of fleet, &c. . . . .	28
retained in rank from which promoted—as to hoisting flag . . . . .	182 (3), 183
returns to be rendered by . . . . .	App. XVIII. (Pt. II.)
salute to senior's flag . . . . .	74
senior entering home port—action . . . . .	513 (1)
signal and fleet tactics course . . . . .	318
special and particular duties of officers under his command . . . . .	36
stationery—supply . . . . .	1817a
striking flag—books, accounts, &c., to be signed before . . . . .	35
striking flag—special report on War Staff Officers . . . . .	224a (5)
succeeding temporarily to chief command abroad . . . . .	204
succeeding temporarily to command of home port or home fleets . . . . .	203
table of—officers to be entertained at . . . . .	1385
temporary or local rank—privileges, emoluments, &c. . . . .	192 (2)
torpedo course . . . . .	319
two of same rank present—flags worn . . . . .	105
visits of ceremony—interchange with foreign naval officers . . . . .	96
war course for . . . . .	317
<b>Flagship—</b>	
cabins—allocation of . . . . .	850 (2)
cabins intended for Flag Officer and staff—occupation, &c., of . . . . .	851
Captain of—removal or exchange . . . . .	234
commissioning—inspection before . . . . .	423 (4)
definition of the term . . . . .	page xi
inspection on commissioning and returning home . . . . .	423 (4)
keeping station at sea . . . . .	518
Navigator of the Fleet may be appointed for duty in . . . . .	179
officers entertained at table of Flag Officer or Commodore First Class . . . . .	1385
officers serving under colonial government—bearing on books of . . . . .	242 (2)
signal logs of—time preserved . . . . .	559 (5)
stationary abroad—flag allowances not payable when . . . . .	1405 (2)
<b>Flare—use permitted . . . . .</b>	1041 (12)
<b>Flashing Apparatus—readiness for use . . . . .</b>	619 (7)
<b>Flats—ventilation and dryness—preservation in bad weather . . . . .</b>	554 (4)
<b>Fleet—</b>	
change in command—transfer of documents, &c. . . . .	454
coaling—summary of results to be forwarded . . . . .	929 (2)
details and arrangements for management of . . . . .	521-2
division under Flag Officer or Commodore First Class—superintendence . . . . .	516
duties generally of officer in command . . . . .	419-515
efficiency—detailed arrangements for maintenance of . . . . .	521-2
formation—preservation of . . . . .	518

<b>Fleet—continued.</b>	ART., &c.
lights permitted by collision regulations . . . . .	1041 (13)
money for—taking up . . . . .	453
navigator—appointment of . . . . .	179, 227
officer commanding, disabled in action—procedure . . . . .	200
officer commanding killed in action—procedure . . . . .	201
orders of officer in command of—continuance until cancelled or modified . . . . .	420 (2)
Principal Medical Officer—officer to be recognised as . . . . .	1264
purchases for . . . . .	1779
reports from ships of division under a Flag Officer or Commodore First Class . . . . .	517
safety of—responsibility of Flag or Senior Officer for . . . . .	28
sailing of—record in log . . . . .	1025 (3)
tactics—course for Flag Officers, Captains and Commanders . . . . .	318
<b>Fleet Auxiliaries</b> —terms to be applied to, when describing . . . . .	31a
movements of, &c.—record in log . . . . .	1025 (3)
<b>Fleet Establishment</b> —definition . . . . .	page 6 (Vol. II.)
<b>Fleet Orders</b> —issue . . . . .	1861 (1)
<b>Flooding of Ship</b> —	
arrangements for—drawings explanatory of . . . . .	541 (2)
arrangements for—supply and disposal of drawings of . . . . .	1068
arrangements for—while in dock . . . . .	896 (6)
Engineer Officer's knowledge of arrangements for . . . . .	330
magazines and shell-rooms—precautions as to . . . . .	627
magazines and shell-rooms—responsibility for preparations . . . . .	900 (2)
opening and closing of sea-cocks and valves . . . . .	957 (1)
Shipwright Officer's knowledge of arrangements for—examination . . . . .	339
<b>Flotilla Fund</b> —	
for recreation, &c.—formation and administration of . . . . .	859 (3)
<b>Flour</b> —issue for bread baking . . . . .	1704 (2)
<b>Fog</b> —	
attention to "Regulations for preventing Collisions at Sea" . . . . .	619 (9)
signals by fishing, &c., boats in . . . . .	1041 (9 (i))
sound signals in . . . . .	1041 (15)
speed of fleet or ship in . . . . .	978 (1)
speed of ships in . . . . .	1041 (16)
water-tight doors—precautions . . . . .	543 (1)
<b>Fog Horn</b> —readiness to signal for closing of water-tight doors . . . . .	542 (1)
<b>Food</b> —	
handling—precautions as to men engaged in . . . . .	1285a (2)
inspection (medical) of contractors' premises . . . . .	857 (4)
"For Official Use only"—use of the term . . . . .	1866 (a)
<b>Forage</b> —	
army—sea conveyance for . . . . .	1224 (4)
officers ashore serving with land forces—regulation of . . . . .	220
<b>Foreign Authority</b> —	
civil—remonstrance with . . . . .	494
H.M. Ship wrecked, &c.—application for assistance when . . . . .	616 (2)
offence or dissatisfaction to be obviated . . . . .	481
salute—condition as to . . . . .	81
<b>Foreign Commodore</b> —	
salute on meeting . . . . .	79
salutes to—return of . . . . .	92 (2)
<b>Foreign Consuls</b> —communication with . . . . .	485
<b>Foreign Countries</b> —	
British subjects—protection of . . . . .	487
naval and military preparations—reports of . . . . .	411
territorial limits to be respected . . . . .	493
<b>Foreign Decorations</b> . . . . .	162-5
order in which worn . . . . .	167 (10 (b))

<b>Foreign Employment—officers in—drawing of half or retired pay or pensions by</b>	2017
<b>Foreign Enlistment Act—</b>	
authority over, seizure and detention of ships under	496 (3), (14-31)
duties of officers under	496
offences under— <b>explanation of</b>	496 (4-12)
prisoners seized under— <b>disposal</b>	496 (32)
suspicion of offence under— <b>report</b>	496 (13)
terms used in— <b>definitions</b>	496 (33)
<b>Foreign Flag Officer—</b>	
salute on meeting	79
salutes to— <b>return of</b>	92 (2)
salutes when <b>visiting ship</b>	77
saluting— <b>flag hoisted</b>	95 (1)
<b>Foreign Flags—</b>	
salute— <b>condition as to</b>	81
salute delayed by <b>Divine Service—explanation</b>	88
<b>Foreign General Officer—salutes when visiting ship</b>	77
<b>Foreign Government—</b>	
insurgents <b>acting against—non-interference with</b>	477
officers employed by— <b>conditions</b>	App. XIV.
stores, provisions, &c., supplied to or received from ships belonging to	1812, 1815
territorial limits to be respected	493
work done for— <b>reclaims, notations on ledger, &amp;c.</b>	1633
work for— <b>extra pay for</b>	1491 (3)
work for— <b>pay and allowances of persons doing</b>	1591 (3)
<b>Foreign Insurrection—instructions as to non-interference with</b>	477-8, 487
<b>Foreign Languages—</b>	
examination in	App. X. (Pt. IIb.)
examination— <b>preliminary to study abroad</b>	340 (5)
gratuities for qualification as interpreter in	340 (6-8)
interpreters in— <b>examinations for qualification as</b>	App. X. (Pts. X. and XI.)
junior officers— <b>instruction in</b>	342 (2-4), 1867 (2)
letters or documents in— <b>translation</b>	1866 (o)
officers studying abroad— <b>full pay leave</b>	1398 (5a)
oriental— <b>allowances to interpreters in</b>	1367 (3)
prizes to officers for proficiency in	345, App. X. (Pt. IIb)
study abroad	340
study abroad— <b>payment of specialist allowance</b>	1356
study— <b>facilities for</b>	345
study abroad— <b>pay during</b>	1356
study of and examinations in	340-7
<b>Foreign Literature—allowance for purchase of</b>	344
<b>Foreign Medals—</b>	
acceptance of	165
order of wearing	167 (10) (c)
permission to wear	165
<b>Foreign Merchant Ships—</b>	
arrest of— <b>power in regard to</b>	573 (8)
attacked by insurgents of their own nationality— <b>non-interference with</b>	477
authority over— <b>within territorial limits</b>	493
boarding of— <b>instructions as to</b>	362
British seamen— <b>entry from</b>	362
British seamen in— <b>ill-treated</b>	435
deserters— <b>caution as to recovery from</b>	805
diving apparatus, &c., loaned to	1817
interference with to be avoided	362
lowering of flag to	82
pensioners in	1957
return salute to	94
search for deserters in— <b>forbidden</b>	805 (2)

<b>Foreign Money—</b>	Art., &c.
disposal when ship ordered home . . . . .	1661
payments abroad—may be used for . . . . .	1651
transactions in—record of . . . . .	1667
<b>Foreign Naval Officers—</b>	
attention and respect to . . . . .	18
not to have charge of watch . . . . .	572 (2)
salutes . . . . .	76-7, 79, 92(2)
visits—interchange with . . . . .	96
<b>Foreign Officials—</b>	
salutes—how and when fired . . . . .	70
salutes not returned . . . . .	92 (1)
saluting—flag hoisted while . . . . .	95 (1)
<b>Foreign Orders</b> . . . . .	162-5
attachés—permission granted to wear . . . . .	162 (4 (d))
award—notification of . . . . .	162 (6)
higher class—acceptance of . . . . .	163 (5)
permission by warrant . . . . .	162 (2-5)
permission given to accept—subsequent procedure . . . . .	163
permission to accept and wear . . . . .	162
private permission to wear . . . . .	162 (4), (5)
wearing—King's permission required . . . . .	19
<b>Foreign Patent—</b> application for . . . . .	415 (7)
<b>Foreign Pilots—</b> precautions in regard to . . . . .	1002
<b>Foreign Ports—</b>	
attacked by insurgents—non-interference with . . . . .	477
bill of health on sailing for . . . . .	556
British consular authorities at—exchange of visits of ceremony . . . . .	98
British ships carrying improper colours—procedure in regard to . . . . .	129 (3)
British ships in—protection . . . . .	490
civil dissensions, &c., in—non-interference . . . . .	482
communications with authority at . . . . .	485
firing in—precautions . . . . .	884
flag hoisted during salute . . . . .	95 (1)
joint action with foreign ships in case of disturbance . . . . .	489 (1)
landing of armed force . . . . .	486
leave to men while in . . . . .	486
leavebreakers—apprehension of . . . . .	486
pilotage in . . . . .	996 (2)
pilotage—rates of . . . . .	997 (5)
protection of foreigners in . . . . .	489 (2)
quarantine—compliance with local regulations for . . . . .	1882
refugees in—receiving on board H.M. ships . . . . .	483
regulations and customs to be observed at . . . . .	18
Royal visitors to ships in—salutes and flags . . . . .	45 (2)
salute on arrival—return of . . . . .	92 (2)
salute on entering . . . . .	78
salute to foreign Flag Officers and Commodores in . . . . .	79
salutes to national flag and standards flying in . . . . .	47
ship docked at . . . . .	1107
surveys in—precautions . . . . .	985
uniform—wearing of, by officers . . . . .	155 (6)
visits of ceremony—exchange with British diplomatic func- tionaries . . . . .	97
visits of ceremony—interchange with foreign naval officers . . . . .	96
visits of ceremony to H.M. Ships, arrangements for . . . . .	95a
visits to—conduct to be observed . . . . .	481
<b>Foreign Royal Family—</b>	
salute—condition as to . . . . .	81
salutes not returned . . . . .	92 (1)
visits from at home and abroad—salutes . . . . .	45
<b>Foreign Royal Personages—</b>	
salute to—flag hoisted during . . . . .	95 (1)
salutes not returned . . . . .	92 (1)
<b>Foreign Salutes</b> . . . . .	76-82
firing of—by non-saluting ship . . . . .	85 (4)
returned or not returned . . . . .	91-2, 94

	Arr., &c.
<b>Foreign Service Leave</b> . . . . .	1898
<b>Marines</b> . . . . .	1148
<b>Officers discharged to and appointed from—travelling expenses, &amp;c.</b> . . . . .	1496 (11)
<b>ships' company</b> . . . . .	872 (3)
<b>time-expired men abroad</b> . . . . .	369 (2)
<b>Foreign Ship of War—</b>	
approaching—precautions on . . . . .	529
arrivals, departures, &c.—record in log . . . . .	1025 (3)
communications of Governors, &c., with—through naval officers . . . . .	483
diving apparatus loaned to . . . . .	1817 (2)
in company—lights permitted . . . . .	1041 (13)
insurgents attacking—non-interference with . . . . .	477
joint action with—in cases of disturbance . . . . .	489 (1)
meeting, attention and respect to officers . . . . .	18
repair in H.M. Dockyard—precautions . . . . .	1109
salute delayed by Divine Service—explanation . . . . .	88
salute on meeting . . . . .	79
salutes by—return or non-return of . . . . .	92 (3)
salutes in India—number of guns fired by . . . . .	66
salutes—interchange of . . . . .	76
salutes—return of . . . . .	91
salutes to—flags to be hoisted during . . . . .	95
stores, provisions, &c., supplied to or received from . . . . .	1812, 1815
visiting British ports—regulations to be complied with . . . . .	480
visits of ceremony—interchange with officers . . . . .	96
<b>Foreign Sovereign—</b>	
arrival and departure of—salutes . . . . .	44
birthday of—salutes by ships in port . . . . .	52
in Indian waters, salutes . . . . .	55 (2), 66
ministers, &c., accredited to—salute . . . . .	69 (VI.)
presents from, forbidden except with permission . . . . .	20
<b>Foreign Steamers—</b> passage of officer in—arrangements for . . . . .	1518 (5)
<b>Foreign Troops—</b> British merchant ship forced to convey—action . . . . .	494
<b>Foreign Waters—</b>	
authority over foreign persons, ships, &c., in . . . . .	493
gun-firing and torpedo explosions in . . . . .	493
torpedoes—running of . . . . .	889 (4)
<b>Foreigners—</b>	
authority over—within territorial limits . . . . .	493
dealings with . . . . .	482
distinguished—salutes when visiting ship . . . . .	77
entry or re-entry of . . . . .	356, 360
flags hoisted while saluting . . . . .	95
marriage with—report . . . . .	715a
officer's marriage with—notification . . . . .	418
protection of . . . . .	489
refugees—passage of . . . . .	488 (3)
relations with—generally . . . . .	480-96
<b>Forms—</b>	
allowance and care of . . . . .	1789-94
charge and accounts of . . . . .	1807
demands for . . . . .	1800
established—supply of . . . . .	1817a (11)
list of . . . . .	1790 (3)
manuscript in lieu of printed—preparation of . . . . .	1844
purchase of—report . . . . .	1788
savings banks—for use in connection with . . . . .	1836 (1)
strict adherence to those established . . . . .	1844
tenders and prize vessels—supplied to . . . . .	1629-30
war—modified supply in time of . . . . .	App. XIX. (Pt. VII.)
<b>Fort—</b>	
Governor of—salute, particulars of . . . . .	69 (II.)
minute guns—firing of . . . . .	150



<b>Fort—continued.</b>		ART., &c.
naval officers in—honours and respect to	-	140
salutes not exchanged with	-	75
salutes—return of	-	91
<b>Frames—</b>		
compartments containing cork—examination and care of	-	1079
composite ships—half-yearly examination and report	-	1073
condition—quarterly examination and report on	-	1072
examination, cleaning, &c., of	-	1071 (f)
surveys on	-	1074-7
<b>Fraud—</b>		
contractors, &c.—report when committed by	-	15
purchases of stores—in connection with	-	1776
stores or surveys—in connection with	-	1820-1
<b>Freight—</b>		
claims—charges for insurance not admitted	-	1659 (2)
stores—advice and report of expenses in connection with	-	1777
treasure—procedure on receipt of	-	607
<b>Freight Ship—</b>		
accommodation and messing of officers and men in	-	1521 (3)
arrival with naval passengers—report of	-	1533 (2)
charge, &c., of men in	-	1533 (4-6)
discipline of drafts in—preservation of	-	1223 (4)
engagement of—regulations governing	-	1533 (3)
invalids on passage in—medical charge of	-	1533 (9)
passages from abroad in	-	1533 (11)
victualling stores conveyed in—procedure	-	1766 (2), (3)
<b>French Language—</b>		
instruction of junior officers in	-	1867 (2)
interpreter in—appointment of	-	342 (1)
midshipmen—instruction in	-	342
prizes at examination	-	App. X. (Pt. IIB.)
<b>French Settlements in India—salute to Governor</b>		55 (1)
<b>French Vice-Admiral—salute when flag hoisted at the main</b>		76 (2)
<b>Friend of the Accused—</b>		
functions of	-	678
person or persons to act as	-	665 (2), (3)
<b>Friendly Societies—medical reports to</b>		1822
<b>Friends—</b>		
addresses—verification of	-	829 (13)
death—communication in case of	-	575 (4-6)
illness—information in serious cases of	-	575 (1-3)
<b>ruit—</b>		
dried—duty free in H.M. Ships	-	1884, 1886
supervision of supplies by Medical Officer	-	1294 (2)
unripe, in bumboats—report of	-	818
<b>Fuel—</b>		
allowance to officers, men, and pensioners in lieu of	-	1517 App. IV.
economical consumption—monthly information as to	-	1849 (6)
economical consumption of	-	922
economy in—suggestions for	-	944
expenditure upon Colonial service—claims for	-	1816
extra pay for receiving, &c., in dockyards	-	1471, 1491 (9)
nature and description of—reports	-	942
officers ashore serving with land forces—supply to	-	220
quality defective or inferior, report and notation	-	929
relative value of different descriptions—report of	-	942
stowage capacity and expenditure—return	-	916a
supplied—particulars of description to Captain	-	927 (2)
supplies to other than H.M. Ships	-	1812
trial—reports of	-	1806 (9)
<b>Fuelling</b>		
plant at naval yards and coaling depôts—return of	-	926-935c
	-	932a

# Index.

Fu—Ga

Funds—(Various)—		Art., &c.
balances in custody of Accountant Officer—record in cash		
balance book		1666 (4)
balances in custody of Accountant Officer—verification of		588 (2)
Funeral—		
afloat—marks of respect		149 (5)
ashore—notice to local Registrar		1857 (4)
body sent home for burial—expense of conveyance		1251 (c)
Chaplain's or officiating minister's duties at		653
coffin—specification for United Kingdom	1251 (1 (b)),	App. XXI.
conduct of service—arrangements for		653
expenses of	153a (2), 1250 (1),	1251 (1a) (1c)
ministers to officiate at		714 (1)
notice to Registrar in certain cases		1857 (4)
officers or men—arrangements for		1250-1
passing—salutes		147 (5)
Funeral Honours		150-3b
Captain or Commander in command of a ship		151
civil officials		153
colours—half masting		153b
Expenses		153a (2)
Flag and General Officers, Commodores, &c.		150
all officers and men		152
when paid officially		153a
Funnels—		
colour to be painted		1054 (2)
sheathing—preservation of		644 (8)
Furniture—		
conveyed at public expense—scale		App. IX. (Pt. II.)
losses—compensation not paid for		App. VIII. (Notes)
mess—supply, repairs, renewals, &c.		1802
ship wrecked, &c.—salvage and disposal of		616
Fuses—		
Precautions to ensure secrecy of		538 (3)
tin boxes containing—when to be opened		634

## G.

G.B.		1437
G.C.		1436
Gags—forbidden		756 (d)
Gallantry in Action—		
Commander—promotion for		265 (2)
commissioned warrant and warrant officers—promotion for		299 (4), (5)
first-class for conduct—exceptional restoration to		782 (4), 1185
Lieutenant—promotion for		266 (3)
medal, annuity and gratuity to seamen or marine for		159
medals and annuities to marines for		1193-4
Royal Bounty for marines		1206 (2)
Surgeon Lieutenant-Commander—promotion for		286 (3)
Surgeon Lieutenants—promotion for		287 (2)
Galvanic Action—precautions to guard against		1071 (e), 1080
Gambling—		
forbidden		6
prevention of		815 (6)
Gangway—salute when coming over		146 (1)
Gangway Victualling and Check Book		821 (1), (2), 877 (1)
Gangway Wine and Spirit Book—		
audit—procedure		846 (2), 848
entries in		845 (1), 1886 (3)
inspections—production at		847 (6)
keeping of		821 (6), 845 (1)
Gaols—state of—Commander-in-Chief to know		427
Garrisons—naval officers in—honours and respect to		140

	ART., &c.
<b>Gases</b> —poisonous and combustible—in submarines . . . . .	1236 (4) (5)
<b>Gazette, London</b> —promotions notified in . . . . .	223 (3)
<b>General Officer</b> —	
commanding military forces in combined operations—flag when embarked . . . . .	117
commanding station—distinguishing flag . . . . .	114 (1), (a)
commanding station—flying of flag . . . . .	115-7
foreign—salutes when visiting ship . . . . .	77
funeral honours when dying on service . . . . .	150
relative rank and precedence in the colonies . . . . .	222
salute—particulars of . . . . .	69 (XX.)
<b>General Quarters</b> —	
arrangements necessary on commissioning . . . . .	526
evening—report as to inflammable liquids . . . . .	540 (17)
exercise of crew by night . . . . .	530
midshipmen to attend at . . . . .	App. X. (Pt. I. Sec. II. (19) )
officer inspecting at—salute to . . . . .	148 (4)
ships' steward ratings and officers' stewards, cooks and servants . . . . .	612 (3)
water-tight doors—precautions . . . . .	543 (1)
weekly exercise in . . . . .	532 (1)
<b>German Language</b> —	
instruction of junior officers in . . . . .	1367 (2)
interpreter in—appointment of . . . . .	342 (1)
midshipmen—instruction in . . . . .	342
<b>Gibraltar</b> —Senior Naval Officer considered as a superintendent . . . . .	460
<b>Gilbert and Ellice Islands Colony</b> —Resident Commissioner, salutes and visits . . . . .	69 (III.) (Note)
<b>"God Save the King"</b> —when to be played . . . . .	131 (2)
<b>Good Conduct Badges (Seamen)</b> —	
absence for 5 years—counting of time . . . . .	368
allowance payable for . . . . .	1445
Army and Royal Air Force Service—counting of . . . . .	748
award or restoration—effect of conviction by civil power . . . . .	812 (4)
award or restoration—finality of . . . . .	832 (6)
award or restoration—notation on ledger . . . . .	1563 (3)
award—rules for . . . . .	741
award—time not reckoned towards . . . . .	779 (4)
cell punishment entails deprivation . . . . .	783 (3)
claims for—bringing forward of . . . . .	620 (7)
deprivation—effect upon character . . . . .	829 (9)
deprivation—effect upon good conduct medal and character . . . . .	778 (4-6)
deprivation may accompany disrating . . . . .	776 (2)
deprivation on conviction by civil power . . . . .	812 (4)
deprivation on imprisonment or detention . . . . .	774 (1)
deprivation summarily . . . . .	757, 779 (1)
desertion—time forfeited by, and conditions as to restoration after . . . . .	1361 (1), (2)
forfeited by desertion—notation on service certificate . . . . .	806 (4a)
Imperial, Dominion or Colonial Government vessels or merchant vessels—counting time in . . . . .	749
inspections—enquiry as to award . . . . .	424 (6)
man joining from another ship . . . . .	741 (5)
marines entered as seamen . . . . .	747
new entries—explanation to . . . . .	361
non-badge time—counting of . . . . .	742
notations on service certificate—when to be made . . . . .	830 (1)
number and date of award . . . . .	740
pension—earned in previous rating counting for . . . . .	1935 (3)
pension for service—addition to rate of . . . . .	1934 (5)
pension for wounds—reckoned for increase of . . . . .	1931 (1)
pensioners allowed to serve . . . . .	745
pensioners called out . . . . .	745
pensioners called out—pay . . . . .	1187 (8)
qualifications for . . . . .	741
ratings entitled to . . . . .	App. XV. (Pt. I.)

**Good Conduct Badges (Seamen)—continued.**

record in conduct book	ART., &C.
recovered deserters, and re-entries after five years' absence,	826 (2)
&c.	744
re-entry—resumption on	743
restoration of	779 (2-5)
special service ratings may be granted	App. XV. (Pt. II.)
time counting or not counting for	741, 1946 (1)

**Good Conduct Badges (Marines)—**

application not necessary	1190
award, deprivation, and restoration	1187-91
civil power conviction—effect of	812 (4), (6), 1188 (4)
corporal punishment of marines with	1191
deprivation for misconduct	1188 (1-7)
pension for—additional	1197 (1), (2)
record of award, deprivation, &c.	1182 (1), 1186 (2)
restoration of	1188 (8-10)
service counting and not counting for	1189
time in Imperial, Dominion or Colonial Government vessels	1189 (3a)
time previously forfeited by marine—restoration of	1189 (6)
wearing of	1187 (1), (2)

**Good Conduct Gratuity (Seamen)—**

amount and payment of—entries since 1884	751 (7)
applications for	750 (12), 751 (8)
award of—conditions and qualifications for entries before 1885	750 (8-11), 751 (8), (15-22)
award of—conditions and qualifications for entries since 1884	751 (7-22)
breaks in service—effects upon claim	750 (12), 751 (20)
coast guard—regulations for award to	750 (12), 751 (22)
conditions and qualifications for—entries before 1885	750 (8)
forfeiture of claim on deprivation of good conduct medal	778 (1)
ineligibility—entries before 1885	750 (4)
ineligibility—entries since 1884	751 (10)
payment to widow	750 (11), 751 (12)
ratings entitled to	App. XV. (Pt. I.)
recommendation for and presentation of	750 (12), 751 (21)
recommendation—notation on ledger	1563 (3)
recommendation—notation on service certificate	830 (3)
recommendation withheld	750 (12), 751 (17)
recovery on discharge in certain cases	750 (12), 751 (16)
re-engagement of entries since 1884—increase of gratuity	751 (14)
scale of—entries before 1885	750 (9)
scale of—entries since 1884	751 (7)
second payment of	750 (12), 751 (15)
security of that earned on completing time for pension	1946 (2)
service not counting for increase of—entries since 1884	751 (9)
service not reckoned for	750 (12), 751 (18)
time reckoning for	1946 (1)

**Good Conduct Gratuity (Marines)—**

amount of award	1192 (9)
applications, recommendations, and qualifications for	1192 (10-25)
misconduct after payment—recovery for	1192 (18)
payments of	1192 (9), (13), (14), (17)
recommendation withheld	1192 (18)
security of	1198a

**Good Conduct Medal (Seamen)—**

award — conditions and qualifications for entries before 1885	750 (1-7), 751 (6), (17-21)
award—conditions and qualifications for entries since 1884	751 (1-6)
award—exceptional for entries before 1885	750 (5), (6)
award—exceptional for entries since 1884	751 (5)
breaks in service—effect upon claim	750 (12), 751 (20)
coast guard—regulations for award to	750 (12), 751 (22)
deprivation—effect upon character	829 (9)
deprivation—effect upon claim to good conduct gratuity of entries before 1885	750 (8)
deprivation—effect upon entries since 1884	751 (10)
deprivation on conviction by civil power	812 (4)

<b>Good Conduct Medal (Seamen)—<i>continued.</i></b>	Art., &c.
deprivation on imprisonment or detention	774 (1)
deprivation—penalty entailed by	778 (1)
deprivation summarily	757, 778
forfeiture on declining further service—entries before 1885	750 (7)
forfeiture—when compulsory	778 (3), (4) (6)
ineligibility—entries before 1885	750 (4), (5)
ineligibility—entries since 1884	751 (4), (5)
lost—replacement when	1560
misconduct pending presentation	750 (12), 751 (6)
notations on service certificate—when to be made	830 (1)
pension for service—addition to rate of	1934 (5)
pension for wounds—reckoned for increase of	1931 (1)
ratings entitled to	App. XV. (Pt. I.)
recommendation—entry before 1885	750 (2), (3)
recommendation—entry since 1884	751 (2), (3)
recommendation for and presentation of	750 (12), 751 (21)
recommendation for—notation on ledger	1563 (3)
recommendation—notation on service certificate	830 (3)
recommendation withheld	750 (12), 751 (17)
restoration after forfeiture for misconduct	778 (7)
selling—punishment for	1560 (3)
service after completing time for pension counts for	1946 (1)
service not reckoned for	750 (12), 751 (18)
wearing of	778 (5)
<b>Good Conduct Medal (Marines)—</b>	
award, deprivation and restoration	1192
deprivation—effect on good conduct gratuity	1192 (12)
deprivation for misconduct	778 (1-6), 1192 (12)
misconduct pending presentation	1192 (6)
pension for—additional	1197 (1), (2)
qualifications for	1192 (2)
recommendations for	1192 (2)
restoration of	1192 (12)
<b>Good Conduct Pay</b>	740, 1187 (3), 1445
pensioners allowed to serve	745
<b>Good Friday—victualling arrangements on</b>	1682 (i)
<b>Good Service Pensions</b>	1922-6
Accountant Officers	1922, 1926 (3)
conditions under which held	1922 (2-4)
engineer officers	1922, 1924
Flag Officers and Captains	1922-3
marine officers	1922, 1925
medical officers	1922, 1925
numbers and amounts established	1922 (1)
<b>Good Shooting Badges—marines—for rifle firing</b>	1160
<b>Good Shooting Prizes</b>	1446
<b>Goods—</b>	
carried in H.M. Ship	1887, 1887a
dutiable—declarations made upon arrival from abroad	1887a
dutiable—notice forbidding landing without authority	1884a (5)
duty free in H.M. Ships	1886
foreign—within territorial limits—authority over	493
importation prohibited in certain cases	1884, 1888 (13)
<b>Governor—Colonial—</b>	
communication with Senior Officer	472
definition of term in connection with visits of ceremony	99 (7)
embarked on foreign mission—flag to be hoisted	116 (2)
flag—distinguishing afloat	114 (1), (c)
flag—flying of	115-6
honours and respect to	139
Irish Free State—salutes	69
passage in H.M. Ships—allowance for entertainment during	1541, 1547
reception of—playing of National Anthem	131 (2), 139a
relative rank with naval and army officers in command, &c.	222

<b>Governor—Colonial—continued.</b>	Art., &c.
salutes in India . . . . .	55 (1), 58
salutes—particulars of . . . . .	69 (I.), (II.)
ship requisitioned by—coal or other fuel expended in	1816
visits of ceremony—interchange of . . . . .	99
<b>Governor of Castle—salute . . . . .</b>	69 (II.)
<b>Governor of French Settlements in India—salute . . . . .</b>	55 (1)
<b>Governor of Northern Ireland—salutes . . . . .</b>	69
reception of—playing of National Anthem . . . . .	131 (2)
<b>Governor of Portuguese India—salute . . . . .</b>	55 (1)
<b>Governors of Presidencies—</b>	
embarked—flag . . . . .	68
salute in India . . . . .	55 (1), 57
<b>Gratuities (Generally)—</b>	
clothing . . . . .	1436
conspicuous gallantry medal, &c.—award on discharge or pro-	
motion . . . . .	159 (3)
contractors, &c.—forbidden to be received from . . . . .	1788
disabilities—to men on account of . . . . .	1932 (3)
good conduct gratuity . . . . .	750-1, 1192
injuries—to men on account of . . . . .	1931 (3), (4)
interpreters—for qualification . . . . .	340 (6-8)
interpreter's—refund in certain cases . . . . .	340 (9)
invaliding—to special service men . . . . .	App. XV. (Pt. II.)
marines discharged on reduction of establishment—award to .	1201
marines for injuries—award to . . . . .	1206 (6), (7)
medical officers withdrawing after four years—time not	
counted . . . . .	247
misconducted or unfit officers on retirement . . . . .	App. XI.
oriental languages—to officers for qualification in . . . . .	346
plain clothes—men and boys leaving the Service . . . . .	1444a
re-engagement of marine—credit on . . . . .	1174 (5), (8)
surgeons temporarily entered—upon discharge of . . . . .	1920
widows and children of officers killed in action—Royal Bounty	
for . . . . .	1996
wounds or injuries in action—to marine officers for . . . . .	1898 (2)
wounds or injuries—to officers on account of . . . . .	1910-4
<b>Grease—accumulation on water line . . . . .</b>	1071 (h)
<b>Greenwich Age Pensions (Men) . . . . .</b>	1195 (2), 1961
age—how reckoned . . . . .	1969
assignment, sale, &c., is void . . . . .	1970
marines with deferred pensions—not payable to . . . . .	1211 (4)
<b>Greenwich Hospital—</b>	
benefits of—applications for . . . . .	1965 (3)
benefits of—eligible persons . . . . .	1964, 1967, 1968
benefits of—ineligible persons . . . . .	1966
benefits of—meaning . . . . .	1963
benefits of—official record of service for . . . . .	1593 (7)
benefits of—yard craft men and seamen riggers eligible for .	1968
educational grants to children of commissioned officers from	
warrant rank, &c. . . . .	2009-10
freight on treasure—payment to funds . . . . .	607
orphanages—arrangements for admission of boys into . . . . .	2012
orphanages—arrangements for admission of girls into . . . . .	2013
pensioners and others in hospitals or infirmaries—allowances	
to . . . . .	1965 (7-9)
school—admission of boys into . . . . .	2011
widows and children of men killed or drowned—pensions for .	2014
<b>Greenwich Special Pensions—</b>	
age—how reckoned . . . . .	1969
applications for . . . . .	1965 (3)
assignment, sale, &c., is void . . . . .	1970
authority under which awarded . . . . .	1962
civilian and army pensioners—conditions as to grant to	
eligible persons . . . . .	1195 (2), 1964, 1967-8
ineligible persons . . . . .	1966
yard craft men and seaman riggers eligible for. . . . .	1968

<b>Grievances—</b>	ART., &c.
appeals for redress of . . . . .	8-9
individual—Welfare Committee not to deal with . . . . .	11 (5)
<b>Grog—</b>	
stoppage for drunkenness . . . . .	757, 795
traffic in—prevention of . . . . .	815 (5)
<b>Grog Money—</b>	
absence from ship—payment to mess during . . . . .	1696 (1)
payment after grog stopped for 30 days . . . . .	795 (1)
persons entitled to . . . . .	1695
record of . . . . .	1562 (2)
when payable . . . . .	1695 (3)
<b>Grounding—</b>	
lights to be carried at night on . . . . .	1041 (11)
report of . . . . .	984
<b>Guard—reliefs—meals for . . . . .</b>	854
<b>Guard—Officer of the—</b>	
duties of . . . . .	621
magazine open—information as to . . . . .	820 (2)
<b>Guard Rails—condition of—responsibility of carpenter . . . . .</b>	644 (2)
<b>Guardians—consent for entry of boy under 17 . . . . .</b>	353
<b>Gulf of Aden—climate pay . . . . .</b>	1488, 1491 (9)
<b>Gulf of Guinea—climate pay . . . . .</b>	1488, 1491 (9)
<b>Gun Carriages—</b>	
condition—examination and report on . . . . .	890
defective—exchange of . . . . .	890
small repairs to . . . . .	1099 (2)
<b>Gun Cotton—wet—in ship entering harbour, dook, &amp;c. . . . .</b>	896 (1-3)
<b>Gun Drill—</b>	
interference with by other duties—avoidance of . . . . .	886
marines . . . . .	1155 (1)
marines—exercise of . . . . .	885
<b>Gun Mounting Register—to be kept by Warrant Ordnance Officer . . . . .</b>	648a (4)
<b>Gun Mountings—</b>	
accidents, failures, and defects—report of . . . . .	895
care of, examination, repair, and maintenance generally . . . . .	892
charge of and responsibility for . . . . .	900 (1)
examination by gunner . . . . .	630 (1)
hydraulic—periodical survey . . . . .	1076
inspections—enquiry as to preservation . . . . .	424 (15)
paying off—examination on . . . . .	1117
repair of defects by ship's staff . . . . .	566 (2)
reports on—particulars to be given in . . . . .	895 (2)
responsibility for . . . . .	648a (1) (4)
spare parts—replacement of . . . . .	1099 (3)
tilt tests . . . . .	892 (4)
trial and subsequent inspection before commissioning . . . . .	1052 (2), (4)
turret rangefinders and mountings, new construction—examinations before commissioning, &c. . . . .	1052 (2)
<b>Gun Room Mess—</b>	
advance on formation . . . . .	841
army officers on passage may be entertained in . . . . .	1548
charts supplied to . . . . .	1013
closed—allowance to officers . . . . .	843 (2), (5), (6)
closed—return of mess traps . . . . .	842
dutiable goods free of duty for . . . . .	1886
expenses—orders by Captain in regard to . . . . .	624 (3)
formation of . . . . .	837
furniture—supply, repairs, renewals, &c. . . . .	1802
inspection of books . . . . .	845 (8)
King's or other official messenger in . . . . .	1555
lights—time to be extinguished . . . . .	540 (5)
maintenance of—directions when no midshipmen borne . . . . .	842
mess traps—supply of . . . . .	840

<b>Gun Room Mess—continued.</b>	Art., &c.
order and regularity of—preservation by Sub-Lieutenant	624 (3)
passengers in and allowance for each	1541 (1)
stores conveyed at public expense when recommissioning abroad	App. IX. (Pt. I.)
subscription—limit of	849
wine bills of officers—limit	845 (5)
wine ordered for—approval of Captain	845 (2)
<b>Gun Room Officers' Attendants—</b>	
employment of Marines as	1179 (18)
<b>Gun Wharf—regulations of—Captain to be acquainted with</b>	524 (2)
<b>Gunboat—</b>	
hard-lying money ("Insect" class)	1487
warrant officers in—messing allowance	843 (3-6)
<b>Gunfire—</b>	
evening	141-3
on shore or in foreign ports	884
<b>Gunlayer, First Class—</b>	
acting—training of	398
disrating and re-instatement	401 (2a)
Gunner's Mate may hold rating of	398 (2)
qualifications for	397 (1)
<b>Gunlayer, Second Class—</b>	
acting—training of	398
Physical Training Instructor may hold rating	400 (3)
<b>Gunlayer, Third Class—</b>	
acting—training of	398
Physical Training Instructor may hold rating	400 (3)
<b>Gunner—</b>	
acting—appointment in vacancy	233
acting—qualifications for	301 (4)
advanced course to qualify as Gunner (†)	337 (2)
candidates for—misconduct of	300 (5)
candidates passed for—return of discharge	301 (6)
candidates qualified for—disposal, &c.	337 (3)
charge of—articles under	900 (1)
command—qualification for	336a (3)
discharged to dépôt—information regarding	412 (5)
diving party—charge of	393 (2)
duties of	625-42
Gunnery Lieutenant—relations with	626
magazines and shell rooms—responsibility for	627
paying off—disposal on	1129
promotion to Lieutenant	267 (2-6)
promotion to Lieutenant—eligibility for	299
promotion to—warrant required	223 (2)
qualifications and examination for	300-1
qualifying course for candidates	337
rank and command—order of	169, 171
reports to officer of the watch	619 (15)
requalification	337 (6)
specialist allowance (†qualification)	1407a
store allowances	1417, App. VII.
waiting disposal—where borne	229 (2)
<b>Gunner (T)—</b>	
acting—qualifications for	301 (4-5)
candidates passed for—return of discharge	301 (6)
candidates qualified for—disposal, &c.	337 (3)
command—qualification for	336a (3)
promotion to Lieutenant	267 (2-6)
qualifications and examinations for	300-1
qualifying course for candidates	337
requalification	337 (6)
<b>Gunner's Mate—</b>	
acting—appointment of	396 (4)
drills—duties not to interfere with	886



<b>Gunner's Mate—continued.</b>	ART., &c.
men within 3 years of completing time for pension ineligible for	396 (5)
non-substantive rating allowed to be held by	396 (2)
qualification of	396
re-engagement if within 3 years of completing first period of service	396 (5)
<b>Gunner's Store Room—responsibility for ventilation and arrangement of</b>	1039
<b>Gunner's Stores—</b>	
accounts—inspection of	1808
charge of	1803
combustible—precautions as to deterioration	634
condition and expenditure—responsibility for	626
demands for	1800
expenditure in action—survey to ascertain	633
issued to detached parties—procedure in accounting for	635
loss of—detection and report	630 (1)
materials in connection with—use of proper	638
required in action—stowage of	900 (2)
spare gear—trial, return and report on	890 (2)
surveying officers	1819
warrant for and receipt on board	625 (1)
<b>Gunnery—</b>	
alterations and additions—list of	1094 (2)
Captain's duties in regard to	882-99
efficiency—maintenance of by Commander-in-Chief	425
examination for command of torpedo boats, &c., in	324 (1), App. X. (Pt. IV. (6) )
improvement fund—disposal of balance on paying off	1371 (10)
improvement—fund for promoting	1371 (7-10)
improvement fund—scale of grants, &c.	App. VIa.
in foreign waters—permission	493
instruction in—charge of	900 (1)
land—training of Royal Marine Artillery in	1156 (9)
Lieutenants appointed or recommended for gunnery duties	321 (10)
Lieutenants specialising in—training and courses	326
marked efficiency of ship in—report	425 (3)
Midshipmen—training of	App. X. (Pt. I.)
night firing by newly commissioned ship	530
practice—care in carrying out	883-4
practice—expenditure of ammunition	533 (1)
practices—Senior Officer to order	466
prizes to seamen and marines for	1446
specialising in—selection, training, &c., of officers for	321, App. X. (Pt. IIb.)
system—suggestions for improvement	531
system to be followed	531
training and instruction of officers and men—responsibility for	900 (3)
training of midshipmen in	328 (1-3)
training—primary object of	425 (2)
trials—reports on	535
<b>Gunnery Allowance</b>	1407, 1407c, App. I.
command money—payment with	1407 (3)
rates of	App. I. (Pt. I.)
Royal Marine Gunners	App. I. (Pt. II.)
<b>Gunnery and Torpedo History Sheet—</b>	
acting ratings—notation of	398 (7)
discharge to ship—to accompany on	1841
disposal on discharge	832 (4), 833 (4)
failure for higher gunnery or torpedo rating—notation	399 (4)
<b>Gunnery Course—</b>	
Acting Sub-Lieutenants	App. X. (Pt. II. (7) )
Engineer officers	331
Flag Officers, Captains, Commanders, and R.M. Officers	320
Lieutenant—for Warrant Officer and Petty Officer—candidates for	App. X. (Pt. IIa. (2) )
navigating officers—short course for	328 (9)

<b>Gunnery Course—continued.</b>	ART., &c.
officers and men qualifying and requalifying . . . . .	393
short courses for Lieutenants R.N. and Officers R.M.A., R.I.M. and R.N.R. . . . .	321 (9)
time of officers attending—counting of . . . . .	241 (3)
<b>Gunnery Drill Book—military branch officers to obtain . . . . .</b>	882 (2)
<b>Gunnery Duties—non-specialists performing . . . . .</b>	1407c
<b>Gunnery Fittings—</b>	
detachable—daily examination . . . . .	630 (1)
examination and test of . . . . .	903
examination and test on commissioning, and alteration in new—trials of . . . . .	500
paying off—inspection and report on . . . . .	443
spare—receipt and trial of . . . . .	1115
trials before commissioning . . . . .	625
	1052 (1-4)
<b>Gunnery Lieutenant's Writer—allowances . . . . .</b>	1463
<b>Gunnery Log—</b>	
keeping and disposal of . . . . .	887
writing up by midshipmen forbidden . . . . .	App. X. (Pt. I., Sec. II. (7) )
<b>Gunnery Manual—</b>	
compliance with directions in . . . . .	882 (1)
Gunner to conform to . . . . .	640
observance in time of war . . . . .	618
training instructions to be adhered to . . . . .	900 (3)
<b>Gunnery Officer—</b>	
allowance—conditions of payment . . . . .	1407, App. I.
appointed also for First Lieutenant's duties—allowance . . . . .	1406 (2)
armament machinery, compressed air service—responsibility for . . . . .	946a (2)
defects serious in machinery revealed subsequent to relief of . . . . .	900 (8)
definition of the term . . . . .	page xii (Vol. I.)
diving apparatus—inspection of . . . . .	893 (6)
diving operations—direction of . . . . .	893 (2)
drills—duties not to interfere with . . . . .	886
duties of . . . . .	900
Gunner—relations with . . . . .	626
gunnery improvement funds—payment to . . . . .	1371 (10)
hydraulic jacks—responsibility for . . . . .	892 (6)
machinery—care and repair of . . . . .	888
Midshipmen's training in gunnery—responsibility for . . . . .	App. X. (Pt. I., Sec. II. (6) )
non-qualified officers doing duty of—allowance . . . . .	1407c
qualification . . . . .	321
relations with Warrant Ordnance Officer . . . . .	648a (2)
relief of—procedure on . . . . .	900 (7), (8)
store rooms—responsibility for . . . . .	1039
torpedoes and torpedo stores—responsibility for when no Torpedo Officer . . . . .	900 (5)
<b>Gunnery Petty Officer—candidates—training for . . . . .</b>	381
<b>Gunnery Ratings—</b>	
advancement—guide to . . . . .	833 (2)
approaching completion of engagement . . . . .	395 (5)
Coast Guard—pay after admission . . . . .	404 (3)
paying off—disposal on . . . . .	1129
qualification and requalification . . . . .	393-9
qualification or requalification—notation of . . . . .	833 (3)
re-entered—procedure . . . . .	833 (4)
re-entry—requalification on . . . . .	395 (3), (4)
vacancies—filling of . . . . .	398 (4), (5)
<b>Gunnery Ratings (Higher)—</b>	
acting—training, &c., of . . . . .	398
allowance—reduction on failure to requalify . . . . .	399 (5), (6)
definition of . . . . .	399 (2)
failure for and requalification . . . . .	399 (3-6)
marine qualified for, to have a gunnery and torpedo history sheet . . . . .	833 (1)
marines holding—payment or cessation of allowances . . . . .	399 (6)

<b>Gunnery Ratings (Higher)—continued.</b>	ART., &c.
selection or appropriation for . . . . .	833 (5)
training for higher torpedo ratings—not eligible . . . . .	399
<b>Gunnery Repairs—</b>	
execution of—by engineering staff . . . . .	947 (1)
main workshop machines required—action . . . . .	900 (6)
<b>Gunnery Report—diving and apparatus for—report on . . . . .</b>	893 (6-7)
<b>Gunnery School—</b>	
Captain of—trial and report of gun mountings, &c., by . . . . .	1052 (2-4)
military branch officers—exemption from general port duties . . . . .	509
officers' borne in, while waiting appointment . . . . .	229 (2)
storekeeping officer superseded—time for closing accounts . . . . .	1397 (5)
warrant officers and ratings transferred to on paying off . . . . .	1129 (1)
<b>Gunnery Staff—repairs—not to carry out large mechanical . . . . .</b>	888 (2)
<b>Gunports—closing at collision stations . . . . .</b>	543 (4)
<b>Gunpowder—private—stowage of . . . . .</b>	540 (16)
<b>Guns—</b>	
accidents, failures, and defects—report of . . . . .	895
accidents—record of . . . . .	639
boats, carrying—efficiency of . . . . .	1064 (1)
charge of and responsibility for . . . . .	900 (1)
condition—examination and report as to . . . . .	890
defective—exchange of . . . . .	890
defects—Warrant Ordnance Officer's duties . . . . .	648a (3)
dismounting chains of heavy—survey of . . . . .	1884
dismounting of—for examination of carriages . . . . .	892 (5)
examination by gunner . . . . .	630 (1)
firing—record of . . . . .	639
fitting and working of—responsibility for . . . . .	626
history of—from register . . . . .	639
increase in—in neutral port during war . . . . .	492 (4)
injury—record in log . . . . .	1025 (3)
inspections—inquiry as to preservation . . . . .	424 (15)
inspections—to be cleared at . . . . .	424 (14)
loss of—report by Captain . . . . .	568 (1)
machinery and appliances—survey on relief of gunnery officer . . . . .	900 (7), (8)
machinery—charge of and responsibility for . . . . .	900 (1)
mechanical efficiency—responsibility for . . . . .	648a (1)
memorandum of examination—entries in and disposal of . . . . .	639
morning and evening . . . . .	141-3
paying off—examination on . . . . .	1117
precautions to ensure secrecy as to construction—ballistics . . . . .	538 (3)
receipt or landing of—notice of readiness for . . . . .	1062
repair of defects by ship's staff . . . . .	566 (2)
reports on—particulars to be given in . . . . .	895 (2)
saluting—number, &c., to be used . . . . .	85 (1-3)
security of—report to Officer of the Watch . . . . .	619 (15)
sights—examination and daily report by gunner . . . . .	630 (1)
sights—responsibility for . . . . .	648a (1)
signal—readiness for use . . . . .	619 (7)
small repairs to . . . . .	1099 (2)
spare gear—trial, return, and report on . . . . .	890
trial before commissioning . . . . .	1052 (2), (3)
turret and barbette—survey of fittings . . . . .	1076
<b>Gymnastics—</b>	
encouragement of . . . . .	907 (4)
supervision and aim of . . . . .	907-8
<b>Gyro Compasses—precautions to ensure secrecy of . . . . .</b>	538 (3)

## H.

<b>H.M.S. . . . .</b>	31 (a) (1)
<b>Hair—length of—uniformity . . . . .</b>	553 (2)

	ART., &c.
<b>Half Pay</b>	<b>App. II.</b>
address—changes to be reported	412 (3)
appointment from—authority required	235
appointment from or discharge to—travelling expenses on	1496 (2-6)
authority for payment—issue of	2018
balance on appointment—payment of	2022
civil, colonial or foreign employment—payment during	2017
committee allowances to officers on	1493
death of officer on—payment of arrears on	2023
declarations by officers	2019, 2025
deductions for losses, damages, &c.	1373
discharge to—form to be made out on	1599 (3)
discharge to—report of address on	412 (2)
discharge to—residue of pay on	1614 (1), (2)
honours and marks of respect to officers on	136
illness—report of	413
increase—counting of "service" towards	241 (4)
increase of—time counting for	1398 (10)
increase—time not counted	238
injured or insane officers on—additional payments in certain cases	1353
losses or damage to stores—liable for	1417 (5)
marine officers	App. II. (Pt. II.)
naval officers	App. II. (Pt. I.)
officers not eligible for appointment by Commander-in-Chief	430
payment—general instructions for	2017-25
payment—methods of	2020-1
regulations—where to be found	255
time—counting of	238
time counts as shore employment	243 (2)
wounded officers on—additional payments to	1352 (1), (3)
<b>Half Yearly</b> —meaning of the term	page xiv (Vol. I.)
<b>Hammockmen</b> —	
employment by E.R.A., Electrical Artificers, Chief Ordnance Artificers and Ordnance Artificers	852 (7)
extra pay for	1483
<b>Hammocks</b> —	
marines—provision for	1061
marines—provision in newly commissioned ship for	1143
pilot—supply to	1000
slinging and unslinging in Victualling Yard—extra pay for	1482, 1491 (9)
<b>Hand Lead</b> —when to be used	982
<b>Handcuffs</b> —use—restrictions upon	756 (c)
<b>Handing Rooms</b> —	
candle lamps forbidden in	629 (4)
stowage of articles in	629 (3)
<b>Harbour</b> —	
entering or leaving—Engineer Officer to be in engine-room	955
entering—retention or removal of explosives on	896 (1-3)
inspection of engine department when in	977
navigation—special rules for	1041 (30)
pollution by oil fuel prohibited	935c
<b>Harbour Ships</b> —	
Customs concession	1886 (4)
leave to ship's company	872 (4d)
Naval Marriages Act, 1908, not applicable	716 (5)
weekly payments to men, &c., in	App. III. (Pt. IIa)
<b>Hard-lying Money</b>	1487, 1491 (9)
record of	1562 (2)
<b>Harmonium</b> —	
allowance for playing	1454
playing of	389 (1)
<b>Harshness</b> —checked by Divisional Officer	620 (1)
<b>Hat</b> —removal at inspections, &c.	148

	ART., &c.
<b>Hat Ribbons</b> —free supply on joining new ship . . . . .	1738 (9)
<b>Hatches</b> —	
Armoured—examination weekly . . . . .	546 (2), 957 (2)
charge, closing, and examination of . . . . .	546 (1), 957 (2)
closing while under way . . . . .	542 (2)
Engineer Officer's knowledge of—examination . . . . .	330
Shipwright Officer's knowledge of—examination . . . . .	339
<b>Hatchway</b> —fittings—maintenance of serviceability . . . . .	644 (4)
<b>Hawse</b> —	
fouled—reports by Officer of the Watch . . . . .	619 (18)
responsibility for—when moored . . . . .	1033 (3)
<b>Hawsers</b> —steel-wire—survey and report upon . . . . .	1833
<b>Hazarding of Ship</b> —	
court-martial—procedure . . . . .	690, 691
court of inquiry—procedure . . . . .	703 (10)
<b>Head Money (Men)</b> —	
forfeiture on desertion . . . . .	806 (49)
forfeiture on dismissal with disgrace . . . . .	758 (1)
<b>Head Master</b> —outfit gratuity on promotion to . . . . .	1420 (1)
<b>Health</b> —	
adviser on general conditions for . . . . .	1264a
annual reports to Medical Director-General upon . . . . .	1259
bill of . . . . .	1883
bill of—obtained before sailing for foreign port . . . . .	556
impaired rendering man unfit for certain duties—report to Captain . . . . .	1287
improvement in the fleet—suggestions for . . . . .	1258
preservation in ship generally . . . . .	1294
ship's company—measures to preserve . . . . .	549-56
<b>Heat</b> —crew overcome by—report if unusual number . . . . .	919
<b>Heeling Ship</b> —precautions during . . . . .	1082
<b>Helm Signals</b> —	
gear—examination and record of . . . . .	953
responsibility for working of . . . . .	1033 (1)
<b>Helmsman</b> —trusses disqualify for duty . . . . .	1023 (3)
<b>High Commissioner</b> —	
embarked on foreign mission—flag to be hoisted . . . . .	116 (2)
flag—distinguishing afloat . . . . .	114 (1 (c))
flag—flying of . . . . .	115-116
passage in H.M. Ships—allowance for entertainment during . . . . .	1541, 1547
salute . . . . .	69 (II.)
salute—particulars of . . . . .	69 (II.)
<b>Hindustani</b> —interpreter in—qualification, gratuity and allowance . . . . .	346
<b>Hire</b> —	
boats—payments for . . . . .	1658
carriages or cabs—payments for . . . . .	1657 (2-4)
tug to assist or tow ship . . . . .	989
vessel for despatches in emergency . . . . .	570 (2)
vessels—payments under Captain's authority for . . . . .	1657 (1)
vessels, wharves, &c. . . . .	470
vessels—when ship wrecked, &c. . . . .	616 (2), (3)
<b>Hired Men</b> —	
docking or repairing ship—engagement and victualling of . . . . .	1108
repairing H.M. Ships—pay, &c. . . . .	1093 (3)
<b>Hired Transports</b> . . . . .	1223-5
<b>Hired Vessels (Generally)</b> —	
movements, appropriation and discipline of . . . . .	1224 (3), (4)
payments under Captain's authority for . . . . .	1657 (1)
<b>History Sheets</b> . . . . .	833-8
disposal on discharge . . . . .	832 (4)
inspection annually . . . . .	832 (5)

# Index.

Ho

	ART., &c.
<b>Hold</b> —matches not allowed in . . . . .	540 (8)
<b>Holidays</b> —generally observed—Marines . . . . .	872 (2), 1148 (3)
<b>Holy Communion</b> —facilities for . . . . .	661 (1)
<b>Holystones</b> —use on decks . . . . .	1090
<b>Home Fleets—</b>	
death or absence of Commander-in-Chief—command of successor . . . . .	203
long leave to crews of ships in . . . . .	872 (2-5)
<b>Home Ports—</b>	
arrival of H.M. Ship—Customs returns . . . . .	1887a
Captain succeeding to command—pendant . . . . .	203
coal, oil and fresh provisions at—supply of . . . . .	927
coal—purchase of . . . . .	927
death or absence of Commander-in-Chief—command of successor . . . . .	203
duties in absence of Commander-in-Chief . . . . .	513 (3)
entry of Flag Officer senior to Commander-in-Chief—action . . . . .	513 (1)
flag allowances not payable in flagships at . . . . .	1405 (2)
general duties—exemption of certain officers from . . . . .	509
inspection of ships by Commander-in-Chief . . . . .	423 (4-9)
leave to officers at—limit of . . . . .	864 (1, 2)
long leave to crews of ships at . . . . .	872 (2-5)
marines in working parties—working suits for . . . . .	1443
quarantine on arrival at . . . . .	1881
return of ratings appropriated to . . . . .	1594 (5)
safety during war—measures to ensure . . . . .	498 (2)
sailing from—bill of health on . . . . .	1883
sea-going vessels at—extra long leave to crews of . . . . .	872 (2)
Senior Royal Marine Officer—allowance . . . . .	1409 (1)
servants—allowance in lieu of . . . . .	App. V.
stores in excess of establishment demanded by ships in . . . . .	1801 (6)
swinging ship to ascertain compass errors . . . . .	1004 (3)
transfer of command—flying of flags . . . . .	206
working suit allowance—when payable . . . . .	1441 (2)
<b>Home Stations or Waters—</b>	
leave to officers—annual limit . . . . .	863
long leave to crews of ships in . . . . .	872 (2-5)
<b>Hong Kong</b> —Commodore considered a Superintendent . . . . .	460
<b>Honours—Funeral</b> . . . . .	150-3
<b>Honours—Military</b>	
non-military branch officers . . . . .	131-43
troops—rendered to naval officers by . . . . .	140
<b>Hoops</b> —care of and accounting for . . . . .	1729 (6-9)
<b>Hoses—</b>	
care of by Shipwright Officer . . . . .	644 (5)
dockyard—readiness for use while ship in dock . . . . .	896 (6)
<b>Hospital—</b>	
dental treatment of patients . . . . .	1331o
discharge to—note as to previous illnesses, &c. . . . .	1302 (2)
lodging allowance—cessation on admission . . . . .	1516a (1)
<b>Hospital Course</b> —medical officers of ships, &c., at the home ports . . . . .	334
<b>Hospital Ship—</b>	
accidents, &c.—all persons to come under direction of Master . . . . .	1254 (7).
cases to be sent or not sent to . . . . .	1302
death on board—report . . . . .	1857 (2)
Defect book—entries in by Master and Medical Officer . . . . .	1254 (5)
discharge to—note as to previous illnesses, &c. . . . .	1302 (2)
fittings and internal arrangements—suggestions as to . . . . .	1254 (6)
Medical Officer and Master—precedence, &c. . . . .	1254
movements of, drills, coaling, &c. . . . .	1254 (2)
Naval ratings serving in—spirit ration not to be issued to . . . . .	1693 (4)
parties embarking patients, &c.—requisition of . . . . .	1254 (3)
patients in—medical charge of . . . . .	1254

<b>Hospital Ship—continued.</b>	ART., &c.
ranks or ratings other than crew, staff and invalids—embarkation of	1518 (6)
sick berth ratings performing special duties—allowances	App. XV. (Pt. III. (73) (74), (75), (76), (77))
<b>Hospital Stoppages</b>	1425-27
army officers in naval hospitals	1248
<b>Hospitals (Abroad)—</b>	
advances of pay and casual charges—record of	1600 (1)
authority of Commander-in-Chief or Senior Officer	457-459
man left in on ship sailing	1427 (1)
natives under treatment in	1427 (2)
visits and reports by Surgeon Rear-Admiral or Surgeon-Captain	1260
<b>Hospitals—Air Force—</b>	
Naval patients in	1248
<b>Hospitals—Civil—</b>	
candidate for entry as Surgeon holding post in	288 (2), 289 (2)
men under treatment in—as to pay and stoppages	1425 (7), (8)
men ill on leave	1331r (6)
Officers and men undergoing treatment for scarlet fever	1284 (1a)
patients sent to—statement required	1247
service as resident medical, &c., officer in	289
service in—how counted	247
<b>Hospitals—(Generally)—</b>	
accounts of persons sent to, or returning from	1586-8
admission of pensioners and others at expense of Greenwich Hospital	1963-5
allotments of patients—notation of	1618 (k)
army and air force patients in naval	1248
body sent for burial to	1250
cases to be sent or not sent to	1302
Chaplain—pay and allowances	App. I.
Chaplain's visits to men in	652 (2)
Chatham, Haslar and Plymouth—annual inspection	426 (2)
clothes or material taken up at	1242
clothing and effects of patients sent to	1241
Commander-in-Chief's authority over	457-459
cured patients—disposal of	1244
cured patients—refusal to receive on board ship	1244 (3)
date checked to—notation on transfer list	599 (2)
death, discharge or invaliding from—report of	1243
death in—report	1857 (3)
death or invaliding of patients—as to pay tickets or lists	1601 (3)
death or serious illness in—action on	675 (4), (5)
discharge to—as to pay ticket	1599-1601
distressed British subjects may be received in	1249
effects of men or boys dying in	1631 (2)
effects of patients sent to—list of	1302
First (or Senior) Lieutenant in—as to payment of allowance	1406 (4)
funerals from—conduct of	653
infectious and itch cases—receipt of	1239
injured men in home hospital—how dealt with	1428 (6)
inspection of	426
invaliding of men from	1245
invaliding of men in—service certificates	599 (4)
invaliding on foreign stations—men desirous of residing abroad	601a
marines sent to—as to arms, accoutrements, and instruments	1168
meaning of the term	page xi (Vol. I.)
men discharged from after ship sailed—disposal, &c.	600
men discharged from—final settlement of pay on	1613
men ill on leave discharged to	1331r (3), (5)
men in—procedure on sailing	599, 600
misconduct of man in—procedure	1244 (4)
offenders in—not surrendered on civil process	813 (2-4)
offenders sent to—while waiting trial or disposal after sentence	722 (3)
offenders waiting trial invalided from	1362 (3)
officer discharged to—settlement of pay	1613

## Index.

Ho—Hy

Hospitals (Generally)— <i>continued</i> .		ART., &c.
officer in—joining ship delayed . . . . .		1347 (3)
officers sent to—servants of . . . . .		1238
patients sent to—officer to accompany . . . . .		1236
patients unfit for treatment at—report . . . . .		1237
pay and stoppages of men under treatment in . . . . .		1425-27
pay for period of absence in . . . . .		1609 (6-8)
pay of officers while under treatment for injuries or insanity due to Service . . . . .		1353
ratings discharged to—procedure . . . . .		821 (5)
ratings in—to be reported after 15 months . . . . .		1237 (2)
religious ministrations to patients in . . . . .		713, 714 (2)
rupture cases sent to . . . . .		1303
sick berth ratings performing special duties in—allowances	App. XV. (Pt. III. (73-79) )	
sick in—weekly report upon . . . . .		1257
Surgeon-Rear Admiral, &c., in charge to advise Commander-in-Chief . . . . .		1263
surgical operations at—notice of . . . . .		1328
surveys for invaliding at . . . . .		1227
transfer of persons in . . . . .		1598 (1)
visits by medical officer to patients in . . . . .		1304
<b>Hospitals—Military—</b>		
men ill on leave . . . . .		1331r (6)
naval patients in . . . . .		1248
<b>Hulk—</b> use of by crew of ship under repair . . . . .		1100
<b>Hull—</b>		
accident to—reports and enquiry into . . . . .		568 (1), (2)
alterations and additions to—list of . . . . .		1094 (2)
alterations in . . . . .		1069 (1)
composite ship—half-yearly examination and report		644 (1), (2)
condition of—inspections and reports by Shipwright Officer on		1070
condition—preservation of . . . . .		1070
defects in—enquiry and report . . . . .		568 (2)
defects—record of development and repair of . . . . .		644 (11)
galvanic action—precautions to avoid . . . . .		1071 (e)
information to Captain in regard to . . . . .		523 (1)
inspections—enquiry as to preservation . . . . .		424 (15)
survey of . . . . .		1075
survey of—periodical . . . . .		1077 (2)
<b>Hurt Certificate—</b>		
injuries or insanity due to service—disposal in case of officers . . . . .		1354
issue, custody and disposal of . . . . .		1318
issue—quarterly return to contain notation of . . . . .		1307
marines—award to . . . . .		1207
production by claimant for pension . . . . .		1933 (a)
<b>Hydrants—</b> dockyard—readiness for use while ship in dock . . . . .		896 (6)
<b>Hydraulic Gun Mounting Machinery—</b> periodical survey . . . . .		1076
<b>Hydraulic Jacks—</b> efficiency—examination and periodical report on . . . . .		892 (6)
<b>Hydraulic Machinery—</b>		
engineer officers—instruction in . . . . .		331
paying off—examination on . . . . .		1117
<b>Hydraulic Manual . . . . .</b>		892 (3)
<b>Hydraulic Pumping Engines—</b> repair by engineer officer . . . . .		888 (1)
<b>Hydraulic Service—</b> responsibility for . . . . .		946a
<b>Hydrographic Department—</b> appointment to or from surveying ship—surveying pay . . . . .		1416 (2), (4)
<b>Hydrographic Information—</b>		
insertion in remark book . . . . .		1027 (1)
obtaining, forwarding, and quarterly return of . . . . .		1016, 1027 (4)
<b>Hydrographic Work—</b> retired officers engaged on—allowance . . . . .		1416 (7)



## I.

**Identification—**

description of persons for purpose of—taking of	ART., &C.
notation of identification marks	819 (3)
record for purpose of	1310 (6)
report upon boys being rated up	1593 (7)
	1593 (1)

**Illness—**

Accountant Officer incapable through—procedure	538 (1), 1344
chaplain's ministrations in case of	652 (1)
dangerous—religious ministrations in case of	714 (2)
Flag Officers and Commodores—striking of broad pendant	205a
information to friendly society	1322
leave, Marines whilst on	1148 (5)
leave—procedure in case of illness during	879 (1)
leave—procedure when man or boy sick on	1331r
officer not serving—report by	413
officers on leave—report of, medical treatment, &c.	1331q
recent, unfitting men for certain duties—report to Captain	1281
relatives informed if serious	575 (1)
serious—report to Admiralty and relatives	575 (1-3)

<b>Ill-treatment—</b> appeals and representations in regard to	8
--	---

<b>Immorality—</b> discouragement of	6
--------------------------------------	---

**Implement Account—**

rendering of	1760 (3)
war—modified procedure in time of	34, App. XIX. (Pt. V.)

<b>Implements—</b> surveys upon—when to be held	1837
---	------

<b>Imports—</b> prohibition or restrictions upon	1884
--	------

**Imprisonment—**

absence without leave—maximum award for	768 (1)
accompanying punishments	757 (II.), 774 (1), 780 (1)
allotments	1598 (7), 1618 (3f), App. III. (Pt. IIe)
approval for summary award	770 (1)
award summarily	757, 767-75
awarded abroad—where to serve sentence	770 (4), 771
by civil power—effect upon claim to medal or gratuity	750 (12) 751 (19)
calculation of sentence	pages 7-8 (Vol. II.)
change in place of—procedure	700a (v), 781
character—effect upon	829 (9)
civil power—as to effect on character	829 (10)
civil power—penalties consequent upon	812 (3-6)
civil power sentence of—how borne during	775 (2)
class for leave—does not count for restoration in	788 (1)
committal order for	773 (1)
consequent penalties	774 (1)
custody during passage of men sentenced to	769
custody of offenders sentenced to	700a (iv)
date of summary award	755 (3)
discharge from—for transfer or other purposes	700a (vi), 781
discharge direct from prison to civil life—assessment of character	829 (4)
dismissal on expiration of sentence—procedure in case of	775 (4)
effect upon claims to good conduct medal and gratuity—entries before 1885	750 (4), (5)
escort for men sentenced to or released from	773 (2)
establishments in which sentence is to be served	770 (2-4), 771
expiration while in hospital—pay and stoppages on	1425 (9)
forfeiture of good conduct medal entailed by	778 (3)
good conduct badges—time does not count for	741 (2)
hard labour and solitary confinement	768 (4)
marines by civil power—effect on good conduct medal or gratuity	1192 (21)
marines—effect on time for pension	1205
marines—time forfeited by	1189 (4)
marriage allowance—continuation	1627 (11)
maximum summary award	757 (II.), 768 (1)
medical examination of men sentenced to	772

# Index.

# Im—In

## Imprisonment—continued.

men undergoing—when ship about to sail	ART., &c.
notation on service certificate	775 (3)
offences involving liability to summary award of	830 (8), (10), (11)
passage of persons under sentence of—rules to be observed	757, 768
pay and other documents of men sentenced to	782-3
pay ceases during	1616
pension—effect upon petty time counting for	1860
pension—time not counted towards	1938 (4)
persons liable to summary award of	1941 (1)
postponement of execution of sentence in certain circumstances	757 (II.), 768
sentence by court-martial—execution of	700a (iii), 769
sentence by court-martial—instructions in regard to	700a (iii)
sentence by court-martial—suspension	699a (i) (ii)
sentence summarily awarded—suspension	699a (ia), 700b
sentence—suspension of—Marines	775a
unfit for—precautions as to disposal	1179a
unhealthy places—precautions as to award	722 (6)
victualling of persons sentenced to	771 (3)
warrant for court-martial sentence—authority to sign	1682 (2 (h) )
when and where may be awarded	700a (iii)
where borne during sentence of	767
	775 (1), (2)

## Income Tax—ledger—how shown in

1577

## Incompetence—

disrating for—and restoration after	777, 777a
disrating for—notation on service certificate	830 (8)
marines holding non-substantive ratings	1184
non-commissioned officers R.M.—reduction of	1180 (3)
non-substantive rating—procedure	401
Officers' Stewards and Cooks discharged abroad for—as to pay	1858
transfer or discharge for	392

## India—

agents to Viceroy—salutes	55 (1), 58
Chief Commissioner and Commissioner—salutes	55 (1), 58
Chief Commissioner or Political Officer on board—flag	68
envoys and agents—salutes	55 (1), 60
foreign royal and other personages in—salutes	55 (2), 66
Governor, Chief Commissioner, &c., embarked—when undesirable to hoist flag	68 (4)
Governor of a Presidency—salute	55 (1), 57
Governor or Lieutenant-Governor embarked—flag	68
Lieutenant-Governors of Provinces—salutes to	55 (1), 58
members of Council—salutes	55 (1), 59
native Princes and Chiefs—number of guns	67
President of the Council in—salutes	55 (1), 57
residents—salutes to	55 (1), 58
salutes and flags in	55-68
salutes in—fixed anniversaries for	62
salutes in—table of	55 (1)
salutes—rules as to return and hoisting flags	65
stores, provisions, &c., supplied to or received from Indian Government	1813, 1815-16
territories and waters—extent of for saluting purposes	64
Viceroy—reception of	131 (2)
Viceroy—salute to	55 (1), 56
Viceroy—salutes in presence of Royalty	48 (2)
Viceroy—salutes not returned by	92 (4)
Viceroy's flag—mast to be worn on	111 (2)
Viceroy's flag—rules for hoisting	68

## Indian Officials—passage in H.M. Ships—allowance for entertainment during

1541, 1554

## Indicator Diagrams—

ships—to be obtained by Engineer Rear-Admiral or Engineer Captain	943
taken during commissioning trial	951

## Infectious Disease—

arrival on board ship	1882 (2)
clothing destroyed—compensation for	1559 (12-14)

<b>Infectious Disease—continued.</b>	<b>Art., &amp;c.</b>
disposal of cases . . . . .	1202
itch—treatment and leave after . . . . .	1239, 1240
men on leave in contact with . . . . .	1331r (11)
military and civil medical authorities to be informed . . . . .	1234
passage of person suffering from . . . . .	1513 (4)
precautions in regard to band instruments and cases . . . . .	1161 (6)
preventive precautions and steps to be taken on breaking out . . . . .	1233-7, 1311
removal to hospital . . . . .	1239
<b>Inferiors—abuse of, forbidden . . . . .</b>	<b>6</b>
<b>Infirmaries—admission of pensioners and others at expense of Greenwich Hospital . . . . .</b>	<b>1963-5</b>
<b>Inflammable Liquids—storage and use of . . . . .</b>	<b>540, 643 (2)</b>
<b>Influenza—precautions against . . . . .</b>	<b>1294 (10-12)</b>
<b>Information—</b>	
“confidential”—when to be so marked . . . . .	411
procedure when requiring—explanation to new entries . . . . .	361
<b>Injuries (Generally)—</b>	
certificate—issue of . . . . .	1318
Court of Inquiry in serious cases . . . . .	578
death from—report of particulars . . . . .	1296 (2)
due to the Service—pay while under treatment . . . . .	1353
fatal—religious ministrations in case of . . . . .	714 (2)
first aid in case of—appliances for . . . . .	1295 (2)
hurt certificate when sent to hospital, &c., for treatment . . . . .	1354
record in daily sick book . . . . .	1305 (2)
report to Medical Director-General . . . . .	1238
<b>Injuries (Officers)—</b>	
cost of cure—payment of . . . . .	1910 (2), (3)
gratuities for . . . . .	1910-4
pensions for . . . . .	1897-1909
surveys and reports as to invaliding for . . . . .	1227
to teeth or jaws—issue of dental history card . . . . .	1331k (6)
<b>Injuries (Men)—</b>	
additions to disability pensions for . . . . .	1932 (5)
claims for compensation on being pensioned . . . . .	1943
eye—discharge and pension of marines for loss of . . . . .	1206, 1209
hospitals or sick quarters—treatment in . . . . .	1423 (6)
hurt certificate issued to marine for . . . . .	1207
notation on service certificate . . . . .	830 (14)
pension to marines for—additional . . . . .	1197 (2), 1200 (2), 1206 (4)
pensions or gratuities for . . . . .	1931-3
pensions or gratuities to marines for . . . . .	1206
record in daily sick book . . . . .	1305 (2)
rupture cases sent or not sent to hospital . . . . .	1303
Sergeants R.M. with pension for—claim to further annuity . . . . .	1193
special service men—awards for . . . . .	App. XV. (Pt. II.)
surveys and reports as to invaliding for . . . . .	1227
<b>Injury Gratuities (Officers)—</b>	
commissioned officers from warrant rank and warrant officers . . . . .	
—date of application . . . . .	1912-3
conditions and amount of grant . . . . .	1910-1
relatives or representative—not payable to . . . . .	1914
<b>Injury Gratuities (Men) . . . . .</b>	<b>1931 (3), (4)</b>
<b>Injury Pensions (Officers)—</b>	
claims for—when to be made . . . . .	1907
commencement—date of . . . . .	1909
commissioned officers—scale of maximum awards for . . . . .	1899
commissioned officers from warrant rank and warrant officers—	
rates for . . . . .	1900, 1902
conditions of grant . . . . .	1898
conditions of payment . . . . .	1906
consideration of claims reserved to His Majesty . . . . .	1897
marine officers—scale for . . . . .	1893 (2), 1899
medical survey of claimants for . . . . .	1903
rank—regulation of award by . . . . .	1905

<b>Injury Pensions (Officers)—continued.</b>	Art., & c.
scale may be exceeded	1902
scales	1899-1900
separate awards for each injury	1901
subordinate officers—rates for	1900, 1902
temporary awards	1903
<b>Injury Pensions (Men)</b>	1931, 1933
badges, medal and petty time—addition for	1931 (1)
claimants—examination of	1933
service pension—additional to or in lieu of	1935 (1)
<b>Injustice—appeal and representations in regard to</b>	8
<b>Inland Waters—navigation—special rules for</b>	1041 (30)
<b>Inoculation</b>	1316 (10), (11)
<b>Inquests—</b>	
arrangements for	1297
exemption from service on jury	577 (1)
legal representation of Admiralty—arrangements for	577 (2)
reports of	577 (3)
<b>Insanity—</b>	
due to the Service—pay while under treatment	1353
hurt certificate when due to the Service	1354
<b>Inspecting Officer—</b>	
appointment of deputy by Commander-in-Chief	423 (2)
duties of	424
<b>Inspection—</b>	
balance of cash at civil establishments abroad	462 (3)
balance of public money—by Captain	1649 (11), (12)
canteen and contractor's promises	857 (4)
cash account and balance	1670
cash balance—production of cash book	1664 (4)
clothing and bedding	551 (1)
clothing and medals—procedure	620 (3)
coaling gear	929 (6)
double bottoms, &c.—by Engineer Officer and Shipwright	
Officer	644 (6)
engine department when in harbour	977
engines, boilers and machinery of ships	937-8
gun mountings—after firing trials	1052 (4)
hospitals and sick quarters	426
leave—men returned from	818 (4)
log—by Captain	1025 (1)
marine infirmaries, dockyard surgeries and sick quarters—	
quarterly	1263 (2)
marines—clothing and bedding of	1167
marines embarked	1142
marines in marching order—quarterly	1156 (1)
medicines, instruments and medical necessities in ships	1256
mess utensils—monthly	1754 (2)
provisions and medical comforts—of stocks of	1719-20
record of defects	566 (4), (6)
sailors' homes	426a
Senior Marine Officer's diaries	1156 (8), 1157 (7), 1158 (3)
service certificates and history sheets—annual	832 (5)
small-arm materials and spare parts	636 (2)
torpedo and electrical fittings—before commissioning	1052 (9), (10)
wine books, mess statements, &c.	845 (8)
without arms—marks of respect on	148 (1), (4)
<b>Inspection of Ship</b>	423, 424
additional	423 (3)
ambulance work—instruction in	424 (16)
at home ports	423 (4-9)
balances of cash—counting of	424 (6)
books and accounts—examination	424 (6)
canteen accounts—production of	858 (1)
Captain's evening rounds—lights authorised after	540 (4)
Captain's—on appointment	523
cash accounts—examination and rendering of	424 (6)

**Inspection of Ship—continued.**

	ART., &c.
Commander-in-Chief not able to carry out—appointment of deputy	423 (2)
compass journal—production of	1024
complaints by ship's company	424 (10)
conduct book—completeness of	424 (6)
conduct book—production of	826
conduct of—instructions for	424
confidential documents produced at	424 (17)
daily—to preserve cleanliness and ventilation	554 (2)
dockyard officers'—after repairs, alterations or additions	1097
forms of report to be retained or rendered	423 (1)
frequent—to preserve cleanliness, ventilation, &c.	554 (1)
good conduct badges—proper award of	424 (6)
gunnery and torpedo logs—production of	837
guns in cabins cleared	424 (14)
hydrographic documents—initialling of register of	1014
Lieutenant's navigation instruments and books—condition of	622 (1)
Lieutenant's remark book—examination	424 (6)
marine detachment	1142 (2-4)
matches—observance of precautions in regard to	540 (8)
medical	424a, 1264
mess and wine statements	424 (9)
mess debts and liabilities	424 (9)
messes—economical conduct of	424 (9)
navigating officer's work book and note book	1028
neglect on part of officers	424 (15)
officers' instruments—examination of	424 (7)
officers' logs and journals—examination	424 (6)
paying off—readiness for inspection on	1121
payments—enquiries as to delays in	424 (10)
physical exercises—display at	424 (18)
preparation for battle—report of	424 (12)
preservation of hull, &c.	424 (15)
private signals—knowledge of	424 (17)
punishments by Officer of the Watch, &c.—production of record of	753 (2)
punishments—whether duly recorded	424 (6)
scope of report not limited to questions on forms	424 (4)
Senior Marine Officer's diary produced at	1156 (8)
service certificates—completeness of	424 (6)
signal log to be produced	424 (11), 559 (3)
signalling—enquiries as to	424 (11)
smoking arrangements	424 (8), 548 (1)
store accounts—production of	1808
Sub-Lieutenant's and Midshipmen's instruments—report as to	624 (7)
suggestions of Captains or others	424 (5)
swimming record—production of	388 (5)
treatment of sick and wounded—preparation for	424 (16)
watertight compartments and fittings	544 (3)
watertight doors	424 (13)
when to be held	423
wine bills	424 (9)
wine, day, and gangway books—production of	847 (6)
wireless logs to be examined	559 (3)

**Instruction—**

Boys and Ordinary Seamen afloat	375, 375a
courses of	App. X.
foreign languages—of junior officers in	1367 (2)
marines afloat	1155-9
Midshipmen and Acting Sub-Lieutenants afloat	328
religious	655
responsibility of Captain for	561-8
swimming—arrangements for	388

**Instructions—Admiralty—**

generally applicable—obedience to	720
observance and enforcement of	1

<b>Instructor Branch (Officers)</b>	188
-------------------------------------	-----

# Index.

In

Art., &c.

239a

**Instructor Captain**—qualifications for . . . . .  
**Instructor Commander, Instructor Lieut.-Commander, Instructor Lieutenant**—

audit of mess and wine accounts . . . . . 346  
 duties generally . . . . . 662  
 entry—regulations for . . . . . 239d  
 Midshipmen's instruction . . . . . App. X. (Pt. I.)  
 pay and allowances . . . . . 1395, App. I.  
 promotion . . . . . 239b, 239c  
 promotion to, commission required . . . . . 223 (1)  
 school books, &c.—duties regarding . . . . . 656 (2)

**Instructors of R.N.V.R.**—extension pay—not eligible for . . . . . 1435 (3)

**Instruments (Band)**—

care of and accounting for . . . . . 1161 (3), 1163 (1)  
 certificates as to—on discharge, death, or desertion . . . . . 1164 (15), (16)  
 charge of . . . . . 1162 (1)  
 infectious—precautions in case of . . . . . 1161 (6)  
 losses of, or damage to . . . . . 1161 (4), 1162 (1-4)  
 repairs due to neglect . . . . . 1161 (4)  
 return to headquarters . . . . . 1164 (13)  
 string—appurtenances for . . . . . 1161 (8)  
 supplies, &c. . . . . 1161

**Instruments (Generally)**—

delicate—conveyance by ship ordered home . . . . . 442  
 inspections—production at . . . . . 424 (7)  
 losses of—compensation for . . . . . 1559  
 navigation—Lieutenant to provide . . . . . 622 (1)  
 Sub-Lieutenants and Midshipmen—to be provided by . . . . . 624 (7)

**Insurance**—provisions, stores, or specie—not allowed upon . . . . . 1659 (2)

**Insurgents**—foreign instructions as to non-interference with . . . . . 477

**Intelligence**—

important in emergency—arrangements for reporting . . . . . 570 (2)  
 report from detached ships . . . . . 422  
 report of . . . . . 570

**Interned Officers and Men**—allotments of . . . . . 1635 (d) & (h)

**International Salutes** . . . . . 76

**Interpreter** . . . . . 340-7

acting—allowances . . . . . 341 (3)  
 acting—appointment of . . . . . 342  
 allowance for instruction in French or German . . . . . 342 (2)  
 allowance—oriental languages . . . . . 1367 (3)  
 allowance—payment of . . . . . 1367  
 allowances . . . . . 341 (3)  
 appointment of . . . . . 342  
 court-martial—employment at . . . . . 681 (1)  
 court-martial—forms of oath at . . . . . 683-4  
 court-martial—objection to interpreter at . . . . . 682 (1)  
 examinations for . . . . . App. X. (Pts. X. and XI.)  
 French or German—instruction of midshipmen in . . . . . 342  
 gratuities for qualification . . . . . 340 (6-8)  
 gratuity, pay, &c., refunded under certain circumstances . . . . . 340 (9)  
 Japanese—special arrangements for . . . . . 343  
 junior officers—instruction of . . . . . 342  
 officers eligible for qualification . . . . . 340 (1)  
 oriental languages—disposal when ship ordered home . . . . . 347 (1)  
 oriental languages—qualification, gratuities and allowances . . . . . 346  
 oriental languages—requalification . . . . . 347 (2)  
 provisional examination . . . . . 341 (4)  
 qualification and requalification . . . . . 341  
 retirement, resignation, &c., within three years of qualification . . . . . 340 (9)

**Invaliding (Generally)**—

allotments—stoppage . . . . . 1624 (8)  
 discharge from ship's books on . . . . . 597

**In****Index.**

<b>Invaliding (Generally)—<i>continued</i>.</b>	<b>ART. &amp;c.</b>
hospital patient . . . . .	1243
hospital patient—as to pay ticket . . . . .	1601 (3)
offenders while waiting trial—adjustment of pay . . . . .	1362 (3)
<b>Invaliding (Officers)—</b>	
abroad and at home—survey . . . . .	1230
abroad—survey at home on arrival from . . . . .	1235
arrival home by own route—reports on . . . . .	1531
entry on ship's books in certain cases . . . . .	229 (1)
flag allowance in case of—date of cessation . . . . .	1405 (3)
medical officer—disposal of stores . . . . .	1279
pay—date of cessation of . . . . .	1399
re-appointment by Commander-in-Chief after . . . . .	235
survey for—procedure . . . . .	1227
unnecessary from abroad—action in case of . . . . .	1235 (5)
<b>Invaliding (Men)—</b>	
at home—date of cessation of pay . . . . .	1428 (5)
bounty—of man entitled to . . . . .	1634 (b)
break of service caused by . . . . .	1937 (4), 1933 (5)
character—assessment of . . . . .	829 (7)
conspicuous gallantry medal, &c.—gratuity to holder . . . . .	159 (3)
foreign stations—men desirous of residing abroad . . . . .	601a
good conduct badges—counting of time out of service . . . . .	741 (2)
good conduct gratuity on—entries since 1884 . . . . .	751 (11)
hospital cases . . . . .	1245
hospital cases—preliminary steps . . . . .	1237 (2)
hospital—disposal of service certificates of men in . . . . .	599 (4)
hospital patients due for discharge, time expired . . . . .	601
ill on leave—procedure . . . . .	1331r (12)
leave . . . . .	872 (7)
marine—certificate as to arms, accoutrements, &c. . . . .	1164 (16)
marine—payment of good conduct gratuity . . . . .	1192 (13)
marine—procedure at home . . . . .	1168 (2)
notation on service certificate . . . . .	1956 (3), (4)
offenders—survey and disposal of . . . . .	722 (3-6)
pensions on—survey as to claims for . . . . .	1227 (4)
plain clothes gratuity . . . . .	1444a
re-entry—documents to be produced on . . . . .	1951
service certificate—cause not to be noted on . . . . .	830 (8)
special service men—pensions or gratuities for . . . . .	App. XV. (Pt. II.)
survey for—procedure . . . . .	1227
survey of continuous service men before . . . . .	1234
<b>Invalids—</b>	
army—charge of while on passage . . . . .	1301
army—embarkation in H.M. Ships of . . . . .	1218 (3)
army—time for badges on entry in navy . . . . .	743 (2)
cab hire on discharge . . . . .	1505 (2)
charge of—in transport or freight ship . . . . .	1533 (9)
conveyance in ship returning home . . . . .	442
diet and medical comforts for . . . . .	1273
embarked—list of . . . . .	1300
from abroad—documents to accompany . . . . .	1601 (4)
marines from abroad—allotments . . . . .	1626 (2)
medical statement to accompany . . . . .	1299
officers abroad—medical statement when sent home . . . . .	1299
officers—medical officer's report on . . . . .	1232
passage from abroad—arrangements . . . . .	1533
passage in merchant ships . . . . .	1518 (4)
passage—list of invalids from other ships borne for . . . . .	1307 (2)
passage—subject to Naval Discipline Act while on . . . . .	739
pensions—examination of claimants for . . . . .	1933
received into home hospital from abroad—accounts . . . . .	1600 (2)
re-entry . . . . .	368
statement of case—disposal in case of death . . . . .	1300
statement of case to be sent to hospital, &c., with . . . . .	1302
survey on . . . . .	1227-35
survey on—officer to accompany subjects for . . . . .	1229
survey on—reports of . . . . .	1231

# Index.

# In—Ju

<b>Invention—</b>	Art., &c.
action usually taken by Admiralty . . . . .	415 (8)
improvements suggested by officers . . . . .	416
patents—procedure for obtaining . . . . .	415
<b>Investigation—</b>	
admission, confession or statements at—admissibility of . . . . .	691a (iv), (v)
by Captain—when undesirable . . . . .	663a (iii), (iv)
Court of Inquiry preliminary to Court-martial . . . . .	703 (1)
Customs regulations—of offences against . . . . .	1884a
desertion or absence without leave—summary procedure . . . . .	804 (7)
disrating involved—summary procedure in certain cases . . . . .	776 (3)
Marine Officer—attendance of . . . . .	1181
petty officer or man at—removal of hat or cap . . . . .	148 (3)
postponement in certain cases . . . . .	754 (2)
precautions to be observed at . . . . .	754 (6), (7)
warning to accused in certain cases . . . . .	754 (6)
when and where to take place . . . . .	754 (1), (2)
<b>Irish Constabulary—time in—counting towards naval pension . . . . .</b>	<b>1943 (5)</b>
<b>Irons—</b>	
release of men in—in case of fire . . . . .	816 (5)
use—restrictions upon . . . . .	756 (c)
<b>Ironwork—</b>	
care and preservation of . . . . .	1071
composite ships—half-yearly examination and report . . . . .	1073
<b>Issues—clothing, tobacco and soap—attendance of Master-at-Arms . . . . .</b>	<b>819 (2)</b>

# J

<b>Jack (Flag)—</b>	
navy and not navy—wearing of . . . . .	118-26
public office—carried by ships and vessels belonging to . . . . .	123
<b>Jam—duty free in H.M. Ships . . . . .</b>	<b>1886</b>
<b>Japanese Language—</b>	
examinations for interpreter in . . . . .	App. X. (Pt. XI.)
Refresher course . . . . .	343 (12)
study and qualification in—special arrangements . . . . .	343
study—arrangement for . . . . .	340 (2)
<b>Jetties—smoking while alongside . . . . .</b>	<b>548 (7)</b>
<b>Jew—oath at Court-martial—form of . . . . .</b>	<b>683</b>
<b>Joiner—</b>	
advancement to Chief . . . . .	381-2
transfer to Shipwright, 2nd Class . . . . .	391 (8)
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Journal—Officer's—</b>	
failure to keep—report by Captain . . . . .	591
inspections—examination at . . . . .	424 (6)
Midshipmen's—keeping and inspection . . . . .	561 (4)
Midshipmen's—keeping and production of . . . . .	270 (1), 624 (6)
Sub-Lieutenant's—notations in and inspection of . . . . .	624 (5)
kept by departmental officers . . . . .	566 (3-7)
<b>Judge-Advocate—</b>	
allowance . . . . .	1410 (1), (3)
appointment of officiating deputy . . . . .	668 (1)
definition of the term . . . . .	page xiii (Vol. I.)
documents to be sent to . . . . .	668 (1), 672 (1)
duties of . . . . .	673
finding drawn up and read by . . . . .	696-7
questions to witnesses . . . . .	672 (7), 686 (4)
sentence—drawing up and pronouncement of . . . . .	700
swearing in . . . . .	676 (2)
witnesses—questions to or recall of . . . . .	686 (4), (5)



**Junior Officers—**

ART. &amp;c.

borne on Dépôt for disposal or sick leave—travelling expenses, &c.	1496 (11)
charts for instruction in navigation—supply of	1013 (4-6)
foreign languages—instruction in	1367 (2)
foreign literature—purchase for instructional purposes	344
French or German—instruction in	342
navigating duties—experience in	979
sick leave on full pay—period allowed	1396 (2), (3)
training and advancement	App. X. (Pt I. and II.)

**Junior Service—**

Accountant Officers—how counted	249 (4), 250-1
Engineer Officers—how counted	248 (1), 251
meaning of the term	page 8 (Vol II.)
temporary Engineer Officers	248 (4)

**K**

<b>Keelsons</b> —composite ships—half-yearly examination and report	1073
<b>Key Book</b>	646
<b>Keyham</b> —Royal Naval Engineering College—summary punishments	753 (4)

**Keys—**

cabins and fittings—disposal on paying off	646
cabins and fittings—responsibility for	646
compass binnacles—custody	1003 (3)
important—arrangements for care of	537
magazines and shell-rooms—custody while ship in dock	596
magazines and store-rooms—disposal on paying off into dock-yard control	1121
magazines, shell rooms and compartments containing explosives	537a
money chest insecure through loss of	1642 (2), (5)
money chests—precautions as to issue and disposal, and in case of loss	1642
sluice valve doors of submerged torpedo tubes—custody of	901 (3)
steel chests—care of	1847 (4)
store-rooms and pistol cupboards—arrangements for	817

**King, The—**

arrival and departure—salutes	40 (1)
birthday salute	49, 62
birthday salute—when to be celebrated	49 (2)
embarking and disembarking—flags and salutes	40 (2)
in India—salutes	55 (1), (2)
morning and evening gun when present—firing of	143 (1)
passing in ship—salutes	40 (3), (4)
personal flag of	40 (5)
reception of—national anthem to be played	131 (2)
salutes to—when and where to be fired	40 (1-4)
wounds or injury pensions to officers—consideration of	1897

<b>King's Harbour Master</b> —afloat—flag	109a
---	------

**King's Regulations—**

applicable to all concerned	2
interpretation, or departure from—questions as to	1869
modification by special instructions	406
observance and enforcement of	1
orders at variance with	7

**Kit—**

discharge within two years of entry—value recoverable on	1438
discharge as unsuitable within 3 months of entry	392 (5)
exceeding number of articles	550 (1)
gratuitous issues on entry, transfer or re-entry	1738
gratuity for provision of	1438
improperly sold, &c.—report	620 (3)
losses—compensation for	App. VIII.

# Index.

# Ki—La

<b>Kit—continued.</b>	Art., &c.
men and boys discharged by purchase—disposal . . . . .	602 (9)
men joining ship—record, &c. . . . .	620 (4)
new entries—information to . . . . .	361
regulation—adherence to . . . . .	550 (1)
<b>Kit Allowance—submarine service . . . . .</b>	<b>1440b</b>
<b>Kit Upkeep Allowance . . . . .</b>	<b>1440a</b>
Kroomen and Seedies in receipt of—W.S.A. not to be paid	1444 (2)
<b>Knight Commander—insignia—wearing of . . . . .</b>	<b>167</b>
<b>Knight Grand Commander—insignia—wearing of . . . . .</b>	<b>167</b>
<b>Knight Grand Cross—insignia—wearing of . . . . .</b>	<b>167</b>
<b>Krooman—</b>	
death on board H.M. Ship—pay account on . . . . .	1631 (4)
rank and command . . . . .	218
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt.I.)
working suit allowance . . . . .	1444

# L

<b>Laboratory Assistant—allowance . . . . .</b>	<b>App. XV. (Pt. III. (74))</b>
<b>Lamp Oil—</b>	
mineral—use without approval forbidden . . . . .	540 (7)
private—stowage of . . . . .	540 (16)
supply . . . . .	972
<b>Lamps—</b>	
candle—forbidden in magazines or handing rooms . . . . .	629 (4)
hand—use below deck . . . . .	540 (1)
portable—precautions to be observed . . . . .	540 (6)
regulations for use of . . . . .	540
trimming and care of . . . . .	1797
used when drawing off inflammable liquids . . . . .	540 (10)
<b>Lamp-trimmer—</b>	
allowance . . . . .	1459
allowance may be withheld . . . . .	1797 (2)
care of lamps in another ship—allowance . . . . .	1459 (4)
instruction of . . . . .	1797 (2)
marine employed as—selection nad allowance . . . . .	1178 (1)
senior or only—additional allowance to . . . . .	1459 (2), (3)
ship undergoing trials—allowance to man doing duty in . . . . .	1462
<b>Lance-Ranks R.M.—</b>	
pension—counting of time for . . . . .	1203
<b>Land—</b>	
approaching during darkness . . . . .	981
approaching—Navigating Officer's duties on . . . . .	1018
approaching—precautions on . . . . .	619 (3), (4), 979, 982
ship near—night observations to be taken . . . . .	980
sighting of—noting in signal log . . . . .	559 (3)
<b>Land Forces—</b>	
command on shore by naval officers . . . . .	25
embarked as marines—pay, clothing, &c. . . . .	24
embarked for passage—discipline, messing, &c. . . . .	1212-22
landing and embarkation of . . . . .	1226
officers of—honours and marks of respect to . . . . .	138
officers of, serving with naval officers—rank and precedence . . . . .	220
transport of—arrangements for . . . . .	1223-5
<b>Landing—</b>	
armed force on foreign soil—permission . . . . .	486
armed force to protect British subjects . . . . .	487
arms, &c., supplied to landing party—accounting for . . . . .	635
Divine Service—various denominations for . . . . .	712
for military operations—allowances . . . . .	1489, 1490, 1491 (9)
marines for drill and tactical exercises . . . . .	1156
medical treatment of officers and men for . . . . .	1246 (1-3)

<b>Landing—continued.</b>	<b>Art., &amp;c.</b>
naval and marine brigades—victualling accounts for . . .	1767-8
party to assist civil power at home . . . . .	479
provisions—regulations for . . . . .	1687
record in log . . . . .	1025 (3)
stores—advice and reports of expenses in connection with . . .	1777
summary punishments awarded to men of landing party— authority for . . . . .	752 (3)
troops and army stores . . . . .	1226
unhealthy localities—medical precautions in . . . . .	1282
<b>Landing Place—officers meeting in boats—marks of respect . . .</b>	<b>149</b>
<b>Language—</b>	
abusive and irritating, forbidden . . . . .	6
irritating—check on use by subordinate officers . . . . .	620 (1)
obscene or improper—to be checked . . . . .	617, 815
<b>Languages—Foreign—</b>	
examination for qualification as interpreters in . . . . .	App. X. (Pts. X. and XI.)
examination in . . . . .	App. X. (Pt. IIa.)
instruction of junior officers in . . . . .	1367 (2)
letters or documents in—translation . . . . .	1868 (o)
oriental—allowances to interpreters in . . . . .	1367 (3)
prizes to officers for proficiency in . . . . .	345, App. X. (Pt. IIa.)
study abroad . . . . .	340
study abroad—pay during . . . . .	1356
study abroad—payment of specialist allowance . . . . .	1356
study by Officers—facilities . . . . .	345
study of and examinations in . . . . .	340-7
<b>Lantern—</b>	
lifeboats to be supplied with . . . . .	619 (5)
signalling—readiness for use . . . . .	619 (7)
trimming and care of . . . . .	1797
<b>Lascars—deductions from pay as punishment . . . . .</b>	<b>757, 800</b>
<b>Latrine Paper—demand and accounting for . . . . .</b>	<b>1728</b>
<b>Launches—precautions as to use of . . . . .</b>	<b>567 (4), (5)</b>
<b>Lead Lines—care of . . . . .</b>	<b>1031</b>
<b>Leading Boatman (C.G.)—discharge—age for . . . . .</b>	<b>404 (5)</b>
<b>Leading Carpenter's Crew—</b>	
transfer to Shipwright, 2nd Class . . . . .	391 (8)
<b>Leading Cooks—promotion of . . . . .</b>	<b>381-2</b>
<b>Leading Ratings (Generally)—</b>	
confined spaces—extra pay for supervising work in . . . . .	1475 (3)
drunkenness on return from leave—punishment for . . . . .	794 (2), (3)
imprisonment or detention involves disrating . . . . .	774 (1)
pension—additional rates of . . . . .	1938
privileges to be accorded to . . . . .	728
prize, bounty and salvage shares—number entitled to . . . . .	App. XV. (Pt. I.)
promotion to Lieutenant . . . . .	267 (2-6)
promotion to Lieutenant—qualification for . . . . .	App. X. (Pt. IIa.)
rank and command . . . . .	218
reprimand by Captain . . . . .	757, 797
wages, prize, &c., shares, qualifications, allowances, &c. . . . .	App. XV.
<b>Leading Seaman—</b>	
promotion of . . . . .	381-2
qualifying for Gunner, Gunner†, or Gunner (T)—disposal, &c. . . .	337
wages, prize shares, qualifications, allowances, &c. . . . .	App. XV.
<b>Leading Sick Berth Attendants—promotion of . . . . .</b>	<b>381-2</b>
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Leading Signalmen—</b>	
promotion of . . . . .	381-2
wages, prize shares, qualifications, &c. . . . .	App. XV.

<b>Leading Stoker—</b>	Arr., &c.
acting—recommendations for—notation of . . . . .	£35 (3)
coast-guard—admission to . . . . .	404 (6)
promotion of . . . . .	381-2
wages, prize shares, qualification, &c. . . . .	App. XV. (Pt. I.)
<b>Leading Telegraphist—</b>	
promotion of . . . . .	381-2
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Leading Torpedo Man—</b>	
qualifications for . . . . .	App. XV. (Pt. III. (94) )
<b>Leading Victualling Assistant (New title, Leading Supply Assistant)—</b>	
allowance to person acting as . . . . .	App. XV. (Pt. III. (6) )
control of . . . . .	1840
promotion of . . . . .	381-2
<b>Leave (Generally)—</b>	
death on—funeral arrangements . . . . .	1251
dutiable goods—procedure . . . . .	1888 (6)
home ships and establishments . . . . .	872 (4)
recall from, officers and men, only when imperative—travelling expenses . . . . .	1496 (11)
Royal Marines—Officers, N.C.O.s and men . . . . .	1148
shore establishments . . . . .	872 (4 (d) )
transfer of persons on . . . . .	1598 (2)
travelling expenses going to or returning from . . . . .	1496 (2), (5), (11)
travelling warrants while on—application for . . . . .	1498 (3)
<b>Leave (Officers)</b> . . . . .	860-71
abroad—applications while serving . . . . .	869
abroad—on return from service . . . . .	870
abroad—permission for . . . . .	867
address—report of change in, while on . . . . .	412 (3)
address—report on discharge to . . . . .	412 (2), (4)
advances on . . . . .	1608 (1)
allotments when proceeding upon —how dealt with . . . . .	1620 (3)
allowance in lieu of victuals not paid during . . . . .	1682 (2 (a))
allowance as observer during . . . . .	1407g (2)
allowance for navigating . . . . .	1407b (3)
applications for . . . . .	865
clothes—wearing of plain . . . . .	155 (4), (5)
Commander-in-Chief, Home Port or Home Fleets—command of successor . . . . .	203
Commodore Second Class—as to table money . . . . .	1888 (2)
dealt with by Captain of the Fleet . . . . .	522
disposable officers at dépôts . . . . .	868
First (or Senior) Lieutenant on—as to payment of allowance . . . . .	1406 (4), (6)
foreign service—allowed to officers after . . . . .	1398
foreign service leave—pay and allowances during . . . . .	1398 (9)
foreign service—when not allowed after . . . . .	1398 (3)
full pay—counting for various purposes when allowed upon . . . . .	1398 (10)
full pay—form to be made out on discharge to . . . . .	1599 (3)
full pay—studying foreign languages abroad . . . . .	1398 (5a)
granting of—in civil and medical establishments abroad . . . . .	459 (5)
half pay during—reduction in certain cases to . . . . .	1850
home ports—officers at . . . . .	864 (1), (2)
home service leave due on supersession, invaliding, &c. . . . .	1399 (1)
home stations—annual limit on . . . . .	863
illness while on foreign service leave—report of . . . . .	413
lengthened—application for . . . . .	595 (1)
lodging allowance . . . . .	1516a (3)
messing allowance while on—payment of . . . . .	843 (5)
Midshipman on return from foreign service—when to be taken by . . . . .	272
movements on—report of . . . . .	866
officers entitled to, on paying off—disposal . . . . .	1129 (1)
over 48 hours—permission required . . . . .	862
passage allowed in transports—payments to be made in case of . . . . .	1532
places other than home-ports . . . . .	864 (3)
Royal Marines—general . . . . .	1148

Leave (Officers)—*continued.*

ART. &amp; C.

ship under sailing orders—applications in case of	871
table money or subsistence allowance of Flag Officers or	
Commodores absent on	1382 (1)
table money paid during	1380 (2)
time on—counting of	241 (1)
transfer to general dépôt while on leave—notation of when to be granted	860
<b>Leave (Men)</b>	872-81
abroad	872 (3)
absence without—involuntary	881
advance of pay and leave allowance when going on	1607 (13), App. III. (Pt. III.)
Africa Station—men of S. Africa serving on	872 (3a)
after Manceuvres	872 (5)
arrest by civil power during	812 (3)
boys not classed for	789
boys' training establishments	872 (6)
class for—record of	785 (2), 788 (2), 826 (2)
classification for short leave	785-7, 789
drunkenness on—punishments for	794
extension of—powers as to	878 (1)
first class for—arrangements for men in	872
first class for—men unworthy of being in	620 (6)
first class—men to be placed in	785 (2), 786
first class—restoration to	787 (2), 788 (1)
foreign ports—permission required in	486
foreign service	872 (3)
general holidays	872 (2)
harbour ships	872 (4 (d))
home ports—establishments and ships at	872
limits of—without Senior Officer's sanction	878
long—arrangements for	872
long—leave allowance	1682 (2 (f))
long—record of	877 (1)
loss of leave ticket—procedure	879 (3)
Marines—annual, drafting, foreign service, &c., to N.C.O.'s and men	1148
medical attendance on—arrangements for	1331 (r)
men discharged time-expired, invalided, free, by purchase, S.N.L.R., &c.	872 (7)
men returning from—searching of	818 (2)
messing allowance while on	1682 (2 (f) and (g))
minesweeper and seagoing tenders to schools, &c.	872 (4b)
misconduct on—punishment for	780 (1), 786-7
non-continuous service men on paying off	873 (1)
offences committed on—punishment of	792 (2)
Officers' Stewards and Cooks on discharge	358 (8)
passing and inspection of men going and returning	812 (4)
paying off	365 (3)
paying off—instructions to men proceeding on	879 (1)
pension—men awaiting	1945 (III.)
recall by "Blue Peter"	878
reduction in class for—on conviction by civil power	812 (4)
re-engagement—leave on	873
re-engaging abroad	370
return after—of men without means	879 (1)
return at night—facilities for	872
second class—arrangements for men in	872
second class for—reduction to	780 (3), 786
ship under sailing orders—applications	871
short—general arrangements for	872-8
short—on foreign service	872 (3)
short—record of	877 (1)
short—victualling allowance	1682 (2 (f))
sickness on—procedure in case of	879 (1), 1331
sickness on—record	1310 (7)
special list of ratings who have not broken leave	790
stoppage for leave-breaking	757, 793

**Leave (Men)—continued.**

stoppage of—may accompany stoppage of grog	Art., &c.	795 (2)
stoppage of—when in report		723
surveying vessels in home waters		872 (4) (d)
time-expired men remaining abroad to end of commission		1423 (4)
travelling expenses in returning from—recovery of		1510
travelling warrants for return from		879 (2), (3), 1510
venereal disease or itch—after treatment for		1240
ward room attendants		1179 (3)
when to be granted		860
young men and boys—special arrangements for		876

**Leave Allowance—**

advance when going on long leave	1607 (13), App. III. (Pt. III.)	1575 (5)
credit on ledger		1682 (1)
definition of		1331r (2), (10)
men sick on leave		1569 (2)
payment after passage home		1562 (2)
record of		821 (1), 877 (1)

**Leave Book—short**

		877 (2)
--	--	---------

**Leave Tickets**

loss of—issue of travelling warrant on		879 (3)
particulars on, and precautions to ensure correctness		1130

**Leavebreakers—**

allotments—suspension		1625
cell punishment for—diet during		783 (4)
checked for victualling		877 (1)
description of offence		755 (1), 792 (5)
foreign ports—apprehension in		486
maximum punishment for		792 (1)
mulcts for		792 (3), 793 (8)
mulcts for—maximum		793 (5)
mulcts—remission in certain cases		793 (2), (5)
punishments for		786-7, 792-3
punishments for aggravated, prolonged or repeated offence		793 (3-5)
removal of R. or R.Q. and adjustment of pay		1362 (2)
reward for apprehension		807
victualling on recovery		1682 (2 h)

**Lectures—**

delivery on naval subjects, forbidden	14
Midshipmen—attendance of	App. X. (Pt. I. Sec. II. (10))

**Ledger**

absence on special service—notation of, &c.	1561-92
abstract and classified summaries—preparation and rendering	1571
abstract—entry of payments to Midshipmen	1562 (5), (10)
abstract—keeping of duplicate	1422 (2)
account for person rejoining from hospital or sick quarters	1562 (1)
accounts of officers, men, &c., transferred to another ship	1588
acting Schoolmaster's allowance—certificate	1612 (1)
addresses of relatives, &c., of men—notation on	1450
advance to Captain for legal expenses in prize cases—debit of	829 (13)
allotments—abatements, &c., on account of	1878
allotments and various charges—notation of	1578-9
audit—list of differences discovered upon	1577
balancing of	1632
bounty—notation of payment of	1584-5
butcher or barber—notation as to person employed as	1634 (c)
change of Accountant Officer—totalling, abstract, &c., on	1460 (1)
characters and abilities—notation of	1345
charges against pay, for losses or damage	1563 (1)
charges for victualling stores lost, damaged, &c.—notation of	1873 (3)
chief petty and petty officers—separate lists for	1750 (3), 1752
closing not to be delayed for tenders' lists	723 (4)
clothing gratuities	1623
clothing issue—notation when man is brought into debt by	1436
clothing issues charged against men in	1743 (5)
complement—classification of	1743 (8)
completion and transmission—period allowed for	1562 (7), (8)
	1590

**Ledger—continued.**

	ART., &c.
completion upon paying off . . . . .	1617
contents . . . . .	1562 (6)
continuous service engagement—notation of date . . . . .	364 (1)
conviction by civil power—notation of decision upon . . . . .	812 (6)
credits and debits—list of . . . . .	1562 (2)
credits when accounts closed . . . . .	1575 (4)
deserters and absentees—charge of rewards and expenses . . . . .	808 (4-6)
deserters—how borne . . . . .	1362 (1)
deserters reclaimed after fraudulent entry in the army or marines—recovery of sums owing by . . . . .	1466
deserters—recovery of debts of . . . . .	1583
detention, cells, or imprisonment—notations, &c., as to . . . . .	1582
discharge by purchase—document relating to . . . . .	1337 (5)
discharge from prison or detention establishment—notation . . . . .	731 (2)
discharge, transfer, &c.—claim for pay and victualling on day of . . . . .	1586
disrating for incompetence—notation of cause . . . . .	777 (1)
documents to accompany when sent into office . . . . .	1589
duplicate—keeping of . . . . .	1562 (1)
entries in and closing of . . . . .	1562 (3), (4)
entry into the Service—notation of . . . . .	1568 (1)
extension pay—how distinguished . . . . .	1435 (2)
extra pay sub-vouchers . . . . .	1575 (3)
"Former Credits, Full Pay, &c.," column . . . . .	1574
gratuity to marine re-engaging—credit of . . . . .	1174 (5), (8)
grog money—credit of . . . . .	1695-6
gunnery or torpedo rating—notation of qualification or requalification . . . . .	833 (3)
hired men docking or repairing ship—entry for victualling . . . . .	1108
hospital cases—accounts of . . . . .	1586-8
hospital stoppages to be charged on . . . . .	1425-7
increased pay or allowance—subsequent credit of . . . . .	1576
keeping and rendering of . . . . .	1561-2
keeping of—responsibility for . . . . .	1332 (1)
leave allowance—credit of . . . . .	1575 (5)
marine servants—notation . . . . .	1568 (4)
marines on probation for ship's police or sick berth . . . . .	1178 (4)
men borne in lieu of others not available—notation . . . . .	1562 (11)
mess bills of misconducted officers . . . . .	1606 (2)
messing allowance, credit of . . . . .	843 (6)
"Miscellaneous Credits" column . . . . .	1575
monthly—forwarding of . . . . .	1676
muster of all persons on board by . . . . .	1564
name—how to distinguish men with same . . . . .	1566
notations miscellaneous . . . . .	1563 (3-6)
notification of despatch to Admiralty . . . . .	1562 (3a)
number allotted to officers and men on . . . . .	1565
officers on passage—where shown in . . . . .	1562 (13)
Officers' Steward or Cook—vacancy filled by person under 18 years . . . . .	359 (2)
"Other Charges" column . . . . .	1580
"Other Charges" column—deductions on account of second class for conduct . . . . .	780 (4)
passage—persons borne for . . . . .	1569
pay of seamen, &c.—rates shown . . . . .	1562 (9)
pay—quarterly settlements of . . . . .	1611
pay tickets—transfer of particulars on . . . . .	1588, 1600 (2), (4), (7)
pay—weekly payments of . . . . .	1609 (3)
Paymaster Lieutenants', Lieutenant Commanders', and Mid- shipmen's knowledge of . . . . .	294 (2), 1338 (5)
payments in—preparation for and record of . . . . .	1602 (5-8)
payments on account . . . . .	1577
payments to crew of ship going abroad—entry of . . . . .	1610
pensioners re-entered—notations and charges against . . . . .	1572
persons joining ship—notations in ledger . . . . .	1567
persons lent—accounts of . . . . .	1570
persons not victualled—how noted . . . . .	1573
petty officer—notation of passing for . . . . .	1562 (14)
petty officers—designation of . . . . .	1568 (3)
port division—notation of . . . . .	1568 (2)

**Ledger—continued.**

	ART., &c.
preservation and care of . . . . .	1805 (1)
recommendations for Royal Fleet Reserve—notation . . . . .	830 (9)
recommendations—notation of . . . . .	1563 (3)
relatives or friends of men—notation of particulars of . . . . .	1563 (2)
“Remarks” column . . . . .	1561
second class for conduct—notation of and deduction for . . . . .	780 (4)
sections, abstract, and classified summary . . . . .	1562 (5)
shore appointments—pay, allowances, &c., of officers and men serving in . . . . .	1591
special service men—how distinguished on . . . . .	866
spirit ration—distinguishing mark for persons drawing . . . . .	1695 (3)
stores lost or damaged by neglect—notation of . . . . .	1809 (2)
subordinate officer's delay in joining—notation of . . . . .	1391
subscriptions charged on . . . . .	1374 (d)
tenders and prize vessels—procedure when in company and when detached . . . . .	1628, 1630
time of subordinate officer deprived . . . . .	824 (2)
transmission into office . . . . .	1874
transmission not to be delayed . . . . .	1611 (3)
travelling expenses—recovery of advance by Surgeon and Agent . . . . .	1331r, 13)
travelling warrants for return from leave—charge for . . . . .	879 (2)
wages—balance, transfer, &c., of . . . . .	1583
wages of men entered from merchant vessels . . . . .	1592
war—modified procedure in time of . . . . .	34, App. XIX. (Pt. IV.)
work done for private individuals, foreign governments, &c.—notations . . . . .	1633 (8)

**Legal—**

accused at Court-martial may have legal adviser . . . . .	665 (2)
actions abroad—procedure . . . . .	605
collision cases—procedure in regard to legal proceedings . . . . .	573 (7), (8)
criminal prosecutions at home—legal assistance for . . . . .	606
debt—arrest for . . . . .	813
inquest—action when necessary to hold . . . . .	577
prizes, expenses of sending in, advances . . . . .	1876, 1878
service of process on board H.M. Ships . . . . .	811 (2)

**Legation—British—visit of ceremony to . . . . .** 97

**Letter Bags—direction of—abroad . . . . .** 581

**Letters—**

Admiralty—acknowledgment on receipt from . . . . .	1863, 1865 (2)
Admiralty—general instructions for addressing, forwarding, &c. . . . .	1866-6
“Admiralty letter”—definition of . . . . .	1867
arrangements for despatch and delivery of . . . . .	1873
distribution of . . . . .	579, 582, 821 (7)
duplicates or triplicates to Admiralty—forwarding of . . . . .	1865 (6)
numbering of . . . . .	1865 (3)
postage not paid to Admiralty, &c. . . . .	1874 (5)
procedure for dealing with . . . . .	579-582a
schedules to Admiralty . . . . .	1865 (5)
“Secret,” “Confidential,” or “For Official Use only” . . . . .	1866 (aa)
ships, &c., at home ports—how transmitted . . . . .	499
unpaid postage on—procedure . . . . .	582 (3), (4)

**Levées—**

carriage hire allowed for attendance at . . . . .	1657 (2)
table money paid during attendance at . . . . .	1882 (2)
travelling expenses in attending—not repayable . . . . .	1496 (2)

**Librarian—Naval Schoolmaster to act as . . . . .** 389 (1)

**Library—**

allowance to person managing, in certain cases . . . . .	1453
Officers' and seamen's—charge of, accounting for books, &c. . . . .	1727
Officers' and Seamen's loss or damage to books—procedure . . . . .	1753
Naval Instructor—duties of . . . . .	662 (3)
supervision by Chaplain . . . . .	658



Lieutenant Commander and Lieutenant—		ART., &C.
acting as Captain of a ship—rank and command . . . . .	210	
Acting Lieutenant—appointment in detached ship . . . . .	232 (1), 233	
Acting Lieutenant—assumption of rank by Sub-Lieutenant . . . . .	232 (1)	
Acting Lieutenant's time—how counted . . . . .	244	
allowance to First (or Senior) . . . . .	1406, 1407b (4), App. I.	
command money . . . . .	1402, App. I.	
command money and navigating allowance not payable concurrently . . . . .	1407b (4)	
command money and specialist allowance concurrently . . . . .	1407 (3)	
commanding—allowance for passengers entertained . . . . .	1543 (2)	
commanding—flags which are forbidden . . . . .	121	
commanding—removal or exchange ordered by superior officer . . . . .	234	
commanding—visits of ceremony by . . . . .	96	
commissioned officers from warrant rank and warrant officers eligible for promotion to . . . . .	299, App. X. (Pt. XIA.)	
commissioned officers from warrant rank pensioned with rank of—recall to active service . . . . .	191 (3)	
commissioned officers from warrant rank—qualification for promotion to Lieutenant . . . . .	336 (5)	
death when in command of detached ship—procedure . . . . .	232 (1)	
definition of Lieutenant . . . . .	212	
duties . . . . .	617-23	
examination for Lieutenant—after loss of time through sickness . . . . .	268 (4)	
examination for Lieutenant—effect of classes awarded at . . . . .	267 (16)	
examination for Lieutenant—journal to be produced . . . . .	624 (6)	
examination for Lieutenant—pay not forfeited for failure at . . . . .	1400	
examination for Lieutenant—service marks at . . . . .	App. X. (Pt. II. (1))	
examination for Lieutenant (Midshipmen and Acting Sub-Lieutenants) . . . . .	App. X. (Pt. II.)	
examination of commissioned officers from warrant rank and warrant officers for . . . . .	App. X. (Pt. XIA., Sec. II.)	
examination of warrant officers, petty officers, and leading rates for rank of . . . . .	267 (2), (3), App. X. (Pt. IIA.)	
First (or Senior) allowance . . . . .	1406, 1407 (3) App. I.	
for physical training duties—duties when appointed for . . . . .	338 (6), 907-8	
foreign languages—examination in . . . . .	App. X. (Pt. IIs.)	
foreign languages—prizes and medals for . . . . .	345, App. X. (Pt. IIs.)	
full pay—counting of time of officer promoted from warrant rank . . . . .	245	
Greenwich course for . . . . .	321 (4 (b))	
gunnery and torpedo—short courses in . . . . .	321 (9)	
Gunnery Lieutenant—qualification for . . . . .	321	
gunnery or torpedo duties—recommendations for . . . . .	321 (10)	
half pay—counting of time of officer promoted from warrant rank . . . . .	245	
instruments—to provide himself with . . . . .	622 (1)	
naval history—medals and prizes in . . . . .	327 (a)	
navigating duties—additional pay for . . . . .	180 (2)	
Navigating Officer—command of ship in absence of Captain . . . . .	178	
Navigating Officer—duties of ship generally . . . . .	180 (3), 323 (6)	
Navigating Officer promoted to Commander . . . . .	323 (7)	
Navigating Officer—training, examinations and qualification of . . . . .	323	
navigation—training of junior Lieutenants in . . . . .	327	
officer acting as Lieutenant—instructions for . . . . .	623	
outfit gratuity to mates on promotion to . . . . .	1419a	
paying off—disposal . . . . .	1129	
pilotage for first class ships—examination in . . . . .	323 (9-15)	
promoted from warrant, &c., rank—commencement of pay . . . . .	1398	
promoted from warrant, &c., rank—navigating allowance . . . . .	1407b (6)	
promoted from warrant, &c., rank—outfit gratuity . . . . .	1420 (1)	
promoted from warrant, &c., rank—cessation of pay . . . . .	1399 (2)	
promoted from warrant rank, &c.—specialist allowances . . . . .	1407a	
promoted from warrant, &c., rank—store allowances . . . . .	1417, App. VII.	
promoted from warrant, &c., rank—time . . . . .	245	
promoted from warrant, &c., rank—where borne while waiting disposal . . . . .	229 (7)	
promotion for gallantry in action . . . . .	266 (3)	
promotion—half-yearly recommendations for . . . . .	515	
promotion to, from warrant, &c., rank—commission required . . . . .	223 (1)	

<b>Lieutenant Commander and Lieutenant—continued.</b>		ART., &c.
qualification of Midshipmen, &c., for	267 (1), (4-6), App. X. (Pt. II.)	
qualification, &c., of petty officers and leading rates for rank of	267 (3-6), App. X. (Pt. IIa.)	
qualification, &c., of warrant officers for rank	267 (2-6), App. X. (Pt. IIa.)	
rank and command—order of	169, 171, 172 (1)	
retired pay—counting of time of officer promoted from warrant, &c., rank	245	
Senior—assumption of command of detached ship	232 (1)	
Senior—assumption of rank of Acting Commander	232 (1)	
Senior, in detached ship—acting appointment	232 (1), 233	
seniority—how regulated	267 (6)	
specialising in—particular branch—training and courses	326	
specialist allowances	340 (3), 1407	
specialist allowance—payment whilst studying Japanese	343 (4)	
specialist duties performed by non-specialist	1407c	
staff appointments—employment continuously in	224a (4)	
study abroad—payment of specialist allowances	1356	
supervising instruction of midshipmen—duties	561	
time of officers promoted from warrant rank	245	
Torpedo Officer—qualification for	321	
<b>Lieutenant Commander (E)—</b>		
promotion to	326 (6)	
pay of	1393a	
<b>Lieutenant Commander, R.N.R.</b> —rank and command—order of	172 (2)	
<b>Lieutenant Commander, R.N.V.R.</b> —rank and command—order of	172 (3)	
<b>Lieutenant (E)—</b>		
engineering course	App. X. (Pt. IIb.)	
pay	326 (3)	
pay of	1393a	
promotion to Lieutenant Commander (E)	326 (6)	
qualification for	321 (3), (4), 326 (2), App. X. (Pt. IIb.)	
qualification for—Midshipmen with defective eyesight	App. X. (Pt. I., Sec. II. (23))	
<b>Lieutenant (E†)—</b>		
allowance for Engineering duties	321 (4)	
designation	326 (5)	
promotion of	326 (8)	
qualification for	321 (3a-4), 326 (5), (6)	
reversion to deck duties	326 (8)	
<b>Lieutenant (G)</b> —qualification for	321 (3)	
<b>Lieutenant (G†)</b> —qualification for	321 (3a)	
<b>Lieutenant (N)</b> —qualification for	321 (3), 323, App. X. (Pt. III.)	
<b>Lieutenant, R.M.—</b>		
confirmation in appointment	1154a (2)	
direct entry officers	1154a (3)	
messing allowance	843 (1)	
rank—relative	1154a (2).	
<b>Lieutenant (Quartermaster), R.M.—</b>		
promotion to	1154d	
<b>Lieutenant, R.N.R.</b> —instruction abroad—pay and reports on	902	
<b>Lieutenant (S)</b> —qualification for	App. X. (Pt. IIb.)	
<b>Lieutenant—Supplementary—</b>		
discharge abroad—as to pay, bearing on ship's books, &c.	1357 (2)	
pay—cessation of	1399 (2)	
paying off—disposal on	1129	
promotion for distinguished service	266 (4)	
waiting disposal—where borne	229 (1)	
<b>Lieutenant (T)</b> —qualification for	321 (3), App. X. (Pt. IIb.)	
<b>Lieutenant (T†)</b> —qualification for	321 (3a)	

	ART., &c.
<b>Lieutenant-Colonel</b> —in command in the Colonies—relative rank and precedence . . . . .	222
<b>Lieutenant-General</b> —salute—particulars of . . . . .	69 (XXL)
<b>Lieutenant-Governor—Colonial—</b>	
definition of term in connection with visits of ceremony . . . . .	99 (7)
flag—flying of . . . . .	115-6
salute in India . . . . .	55 (1), 58
salute—particulars of . . . . .	69 (III.) (IV.)
visits of ceremony—interchange of . . . . .	99
<b>Lieutenant-Governor of the Channel Islands</b> —salutes and visits . . . . .	69 (I.) (Remarks)
<b>Lieutenant-Governor of the Isle of Man</b> —salutes and visits . . . . .	69 (I.) (Remarks)
<b>Lieutenant-Governors of Provinces in India—</b>	
embarked—flag . . . . .	68
salute . . . . .	55 (1), 58
<b>Life-boats—</b>	
crew of—mustering at night . . . . .	619 (5)
readiness for use and completeness of equipment . . . . .	619 (5)
<b>Life-buoys—</b>	
directions in Handbook on Ammunition—observance of . . . . .	641 (1)
night—stowage of lights for . . . . .	540 (20)
<b>Life Saving—</b>	
awards for—recommendations . . . . .	611
duty of H.M. Ships to assist in . . . . .	1889
teaching of . . . . .	388 (4)
<b>Lighters—</b>	
coal from—measurement, weighing and other precautions . . . . .	932b (1-5)
coal—checking of quantities . . . . .	932b
delay in clearing or loading of—instructions for avoiding . . . . .	1063
oil fuel supplied from—checking of quantity . . . . .	934c
return of—at yards and dépôts . . . . .	932a
stores on paying off—use of, for returning . . . . .	1119
<b>Lighthouses</b> —sighting of—noting in signal log . . . . .	559 (3)
<b>Lighting—</b>	
circuits—charge of . . . . .	901 (3)
compasses—precautions as to alteration of installation . . . . .	1005
electric—precautions to be observed . . . . .	540 (6)
magazines and shell-rooms—responsibility for . . . . .	900 (2)
mineral oil—use of . . . . .	540 (7)
oil for—supply of . . . . .	972
<b>Lightning Conductors</b> —efficiency—maintenance and test of . . . . .	1087
<b>Lights—</b>	
confined spaces, double bottoms, &c.—use in . . . . .	1084
flare-up—use permitted . . . . .	1041 (12)
magazines, handing rooms and compartments containing explosives . . . . .	540 (2)
naked—use below deck . . . . .	540 (1)
navigation—continuous burning of . . . . .	991
navigation—neglect to carry . . . . .	1041 (29)
navigation—rules under Collision Regulations . . . . .	1041 (1-14)
navigation—ship's boats to show . . . . .	1043
navigation—steamboats and torpedo boats . . . . .	1042
officers ashore serving with land forces—regulation of . . . . .	220
out—responsibility for and report . . . . .	817
passing—action by Navigating Officer on . . . . .	1021
phosphide of calcium—case and stowage of . . . . .	540 (20)
regulations for use on board . . . . .	540
scuttles, portholes, &c.—precautions as to . . . . .	992
seen—duties of Officer of the Watch . . . . .	619 (3)
seen—notation in signal log . . . . .	559 (3)
ship's—precautions as to . . . . .	619 (7), (14)
submerged torpedo flats . . . . .	540 (2)

**Lights—continued.**

tin boxes containing—when to be opened . . . . .	634
unauthorised burning—report of . . . . .	817
workmen's on board ship—extinguishing of . . . . .	540 (3)

**Lights—Allowance in lieu of—**

rates, and conditions of payment . . . . .	1517, App. IV.
--	----------------

**Lime—slaked may be used for drying bilges, &c.**

	1083
--	------

**Lime juice—**

accounting for . . . . .	1700 (1)
extra issue—how prepared . . . . .	1692
extra issue on requisition of medical officer . . . . .	1690 (2)
issue—method of . . . . .	1700 (1)
issue on repayment forbidden . . . . .	1700 (1)
issues to sick mess . . . . .	1736
weight of . . . . .	1712

**Linen—losses—compensation for . . . . .**

	App. VIII.
--	------------

**Liquids—**

deficiencies by evaporation, &c. . . . .	1756
inflammable—storage and use . . . . .	540, 648 (2)

**Lives—ship wrecked, &c.—preservation in case of . . . . .**

	616
--	-----

**Lodging Allowance—**

abroad—repayment of expenses incurred . . . . .	1511
authority for payment . . . . .	1512
Chaplain—scale for . . . . .	680
committees—to officers employed on . . . . .	1492-3
Flag Officers attending courses . . . . .	317 (2), 318, 319 (2), 320 (2)
Flag Officer's staff temporarily on duty ashore . . . . .	1514
gunnery course—officers attending . . . . .	320 (2)
interpreters in Japanese or Chinese—refund in certain cases . . . . .	340 (9)
men residing on shore—rates payable . . . . .	1516
officers—daily and annual rates . . . . .	1513
officers serving with land forces ashore . . . . .	220
record of . . . . .	1562 (2)
scale of, and conditions as to payment . . . . .	1506, 1512, 1513, 1516a
second class for conduct—no deduction on account of . . . . .	780 (4)
shore appointments—of persons serving in . . . . .	1591
shore establishments—to officers and men serving in . . . . .	1495
signal course—officers attending . . . . .	318
torpedo course—officers attending . . . . .	319 (2)
war course—officers attending . . . . .	317 (2)

**Log—**

anchoring—particulars noted on . . . . .	983
barometers, thermometers, and meteorological instruments— record of . . . . .	1008
birth or death—entry of . . . . .	1857
charge of and responsibility for . . . . .	1025
closing watertight doors—notation of practice in . . . . .	545 (1)
coaling gear—entry of inspection . . . . .	929 (6)
daily examination and final disposal . . . . .	557 (1)
disposal of, and receipt for . . . . .	557 (1), 1849 (1-4)
disposal on supersession or paying of . . . . .	1026
engine-room register—transfer of entries from . . . . .	959
entries and alterations . . . . .	1025
fishing vessel log—instructions as to . . . . .	573a, 619 (4 (a)), App. XVIII. (Pt. I. S. 1176)
monthly copies not rendered—annual return of . . . . .	1849 (7)
monthly copy . . . . .	1026, 1849 (5-7)
night reckonings—entry of . . . . .	980
offences by officers—notation of . . . . .	724
pilot removed—entry of . . . . .	995
plan of stowage of ship to be inserted in . . . . .	1034
ship out of station—notation of . . . . .	619 (2)
signature by Officer of the Watch . . . . .	619 (4)
steamboat used—notation of . . . . .	924
stores lost from tender—notation . . . . .	1805 (2)

<b>Log—continued.</b>	<b>ART., &amp;c.</b>
stores lost—notation of . . . . .	1809 (1)
subordinate officer deprived of time—record of . . . . .	824 (2)
swinging ship—notation of . . . . .	1004 (5)
<b>Log Book—Officer's—</b>	
failure to keep—report by Captain . . . . .	591
inspection—examination at . . . . .	424 (6)
Sub-Lieutenant to keep . . . . .	624 (5)
<b>Log Lines—care of . . . . .</b>	<b>1031</b>
<b>Log—Patent—care of and readiness for use . . . . .</b>	<b>1031</b>
<b>Look-out—</b>	
neglect to keep . . . . .	1041 (29)
ship in harbour—sailing boats to be observed . . . . .	619 (17)
<b>Look-out Men—duties of Officer of the Watch in regard to . . . . .</b>	<b>619 (12)</b>
<b>Lords Commissioners of the Admiralty—</b>	
salute by foreign ship—return of . . . . .	92 (5), 93
salute—particulars of . . . . .	69 (XL)
salutes—non-return of . . . . .	93
<b>Lord High Admiral—</b>	
flag—when flown . . . . .	101
salutes by foreign ships—return of . . . . .	92 (5)
salutes—particulars of . . . . .	69 (XL)
<b>Lord Warden of the Cinque Ports—salute to . . . . .</b>	<b>69 (I.)</b>
<b>Loss of Ship—</b>	
assistance in case of—procedure . . . . .	616 (3)
command, &c., of Captain and others . . . . .	177
Court-martial on survivors . . . . .	666
Court-martial—procedure . . . . .	690, 691
Court of Inquiry—procedure . . . . .	703 (10)
duties of Captain in case of . . . . .	616
pay in case of . . . . .	1355
Senior Officer's ship—procedure . . . . .	185
<b>Losses—</b>	
collision with merchant ship—of stores or effects through compensation to officers, seamen, marines, and boys for dental stores—due to theft . . . . .	573 (4) 1559, App. VIII.
during refit—precautions to be taken to avoid . . . . .	1331c (6)
individuals liable for—procedure . . . . .	1809a
keys of money chest . . . . .	1559 (5)
marines' arms, instruments or equipment—responsibility for . . . . .	1642 (2), (5)
marines—replacement in case of . . . . .	1162 (1)
medals—replacement of . . . . .	1559 (8)
money deposited with Accountant Officer for custody . . . . .	1560
money, stores or provisions—deductions from pay, &c. . . . .	1639 (4)
report by Captain . . . . .	1373
stores—may be charged against accounting officer . . . . .	568 (1) (2A)
stores—procedure . . . . .	1417 (5)
stores through neglect or misconduct—responsibility for recovery of value . . . . .	1809-10
torpedoes—procedure for recovery . . . . .	1836
torpedoes—rewards for recovery . . . . .	898 (3)
victimall stores—procedure in regard to . . . . .	898 (5-6)
	1750-6
<b>Lower Deck—</b>	
clear—obedience to signal and report of . . . . .	815 (8)
welfare of—representations . . . . .	11
<b>Lunatic Asylums—pensioners and others in—allowances to wives and children . . . . .</b>	<b>1965 (14)</b>
<b>Lunatic Ward Attendant—allowance for employment as . . . . .</b>	<b>App. XV. (Pt. III. (78))</b>
<b>Lunatics—</b>	
passage in merchant ships . . . . .	1518 (4)
receiving on board—authority for . . . . .	474 (4)

## M

ART., &amp;c.

31a (2)

## M.F.A.

## Machinery—

accident to—reports and inquiry into . . . . .	568 (1), (2)
acquaintance of Captain and Engineer Officer with . . . . .	909
alterations and additions—list of . . . . .	1094 (2)
alterations—authority for . . . . .	414
alterations in establishment of . . . . .	1069 (1)
auxiliary, needing replacement—report . . . . .	440 (2)
auxiliary—notation on Stoker's history sheet of course in . . . . .	835 (2)
auxiliary, removal of—precautions as to doors . . . . .	543 (3)
care and repair of . . . . .	888
charge of and responsibility for . . . . .	946 (2)
charge of during steam trials after repairs . . . . .	912
charge of—charge pay and senior allowance to officers and ratings . . . . .	1408–1408a
charge of—general instructions . . . . .	414
charge of—in each water-tight compartment . . . . .	976 (4)
condition—preservation of . . . . .	1070
defects—arrangements for repair of . . . . .	963
defects—inquiry and report as to . . . . .	568 (2)
defects necessitating putting into port—report of . . . . .	920
defects, report on . . . . .	940
defects serious in gun—subsequent to relief of Gunnery Officer . . . . .	900 (8)
design—report of fault in . . . . .	920 (2)
efficiency or improvement of—suggestions for . . . . .	944
Engine Room Artificer in actual charge of—pay . . . . .	1432 (5)
examination and overhaul—steps to be taken by Captain . . . . .	564 (2)
extra pay for repairs—scale of . . . . .	1468 (3), 1491 (9)
gun—charge of and responsibility for . . . . .	900 (1)
hydraulic—examination on paying off . . . . .	1117
improper use—prevention of . . . . .	414
injury to—representations as to anything tending to cause . . . . .	956
inspections—enquiry as to preservation . . . . .	424 (15)
mercantile cruisers—instructions in Steam Manual . . . . .	925 (2)
opening out for survey . . . . .	1074 (3)
preservation of—attention of Captain to . . . . .	564 (1)
repairing—extra pay for . . . . .	1468 (3)
repairs by dockyard or contract—responsibility of the Engineer Officer . . . . .	969
repairs—execution of . . . . .	947 (1)
repairs or preservation—record of suggestions not carried out . . . . .	960
replacement after paying off—arrangements for . . . . .	450
reports on—called for by Engineer Rear-Admiral, &c. . . . .	968
superintendence and inspection of . . . . .	937–8
superintendence over working . . . . .	976 (3)
survey, &c., on paying off . . . . .	1112
survey of . . . . .	1077
survey on relief of the Engineer Officer . . . . .	921
torpedo and electrical—inspection and trial on paying off . . . . .	1118
trial abandoned—report in case of . . . . .	918
trials—making and report of . . . . .	917
use and management of—instructions in the Steam Manual . . . . .	925

Machines—gun armament—responsibility for . . . . . 648a (1)

## Magazine Log—

examination by Captain . . . . .	557 (4)
responsibility for . . . . .	900 (1), (g)

## Magazine Regulations—

drill in, to be observed . . . . .	531
responsibility for carrying out . . . . .	901 (8)

Magazine Stores—demands for . . . . . 1800

Magazine Vessels—approaching—precautions on . . . . . 990

<b>Magazines—</b>	<b>Art., &amp;c.</b>
care of—responsibility for . . . . .	900 (2)
condition, fitting and arrangements, &c.—duties of Gunner . . . . .	626-7
cooling machinery—daily log . . . . .	959a
doors of—precautions during action, &c. . . . .	543 (1)
flooding while ship in dock—arrangements for . . . . .	396 (6)
keys—arrangements for safe-keeping of . . . . .	537a
keys—disposal on paying off into dockyard control . . . . .	1121
locking and custody of keys while ship in dock . . . . .	396 (2)
matches not allowed in . . . . .	540 (8)
naked lights not to be taken into, unless magazine is empty . . . . .	540 (2)
opening of—general directions . . . . .	536, 537a
responsibility of Gunner for . . . . .	827
smoking regulations—obedience to . . . . .	548 (10)
Torpedo Gunner—duties of . . . . .	642
ventilation . . . . .	543 (5)
<b>Mail Corporal—private parcels—responsibility for particulars on</b> . . . . .	1888 (11)
<b>Mail Office—procedure</b> . . . . .	579-582a
<b>Mails</b> . . . . .	579-582a, 1873
<b>Major-General—salute—particulars of</b> . . . . .	69 (XXII.)
<b>Major R.M.—</b>	
embarked—duties of . . . . .	1138
promotion to Lieut.-Colonel—examination . . . . .	1157 (5)
<b>Malta—</b>	
Senior Naval Officer considered as a superintendent . . . . .	460
<b>Maltese Ratings—</b>	
entry of—regulations for . . . . .	356, 360
Kit up-keep allowance . . . . .	1440a (5)
marriage allowance—eligibility for . . . . .	1627 (2)
marriage allowance—amounts payable . . . . .	App. III. (Pt. IIc.)
<b>Manning—</b>	
boats—exercise in . . . . .	567 (1)
ships at home ports—responsibility of Commander-in-Chief . . . . .	498 (1)
<b>Manceuvres—</b>	
employment during—no effect on continuity of shore employ- ment . . . . .	243 (3)
leave after . . . . .	872 (5)
<b>Marching Money—marines on discharge</b> . . . . .	1171 (5)
<b>Marine Attendants—passage of</b> . . . . .	1524 (1)
<b>Marine Division—</b>	
moral or religious books—demands for . . . . .	657 (2)
<b>Marine Headquarters—marines paying off—transfer of</b> . . . . .	1129 (1), (2)
<b>Marine Infirmaries—inspection quarterly</b> . . . . .	1263 (2)
<b>Marine Officer in Charge, Ascension—considered a Superin- tendent</b> . . . . .	465
<b>Marine Officer—The—</b>	
arms, band instruments, and equipment—charge and care of . . . . .	1162 (1), 1163 (1)
character assessments—consulted in regard to . . . . .	825
clothing—receipt and issue of . . . . .	1164 (8), (9)
considered as a Divisional Officer . . . . .	1167 (1)
definition of the term . . . . .	page xii (Vol. I.)
demand for annual clothing of detachment . . . . .	1166 (2)
friend of the accused at Court-martial . . . . .	665 (2), (3)
investigation of complaints—attendance at . . . . .	1181
new orders to marines—to be read by . . . . .	1
punishments awarded by—record . . . . .	827
summary punishments—delegated authority to award . . . . .	752 (1), 753 (1)
<b>Marine Schools—religious instruction</b> . . . . .	714 (1)
<b>Marine Servants—ledger—notation in</b> . . . . .	1563 (4)

<b>Marines (Generally)</b>	Art., &c.
Acting Corporal, qualifying service for	1134-1211
Acts of Parliament affecting	1141 (3)
allotments—stoppage on discharge to headquarters, &c.	1154
allotments to marine savings banks	1624 (7)
appointments at headquarters—applications for	1618 (h)
armourer's work—training and qualification in	1151
arms, accoutrements, clothing, &c.	403
army, air force and navy time counting towards pension	1162-9
ashore—option of trial by District Court-Martial in certain cases	1204
authority afloat	1188 (2)
baggage conveyed at public expense—scale	1186
band—instruments, music, appurtenances, &c.	App. IX. (Pt. I.)
band service	1161
beards and moustaches	1368 (1)
bedding and hammocks—provision of	553 (1), 1149
butchers or barbers—allowance when employed as	1061, 1739 (1), (2)
called out—as to pay and pension	1460
character—assessment and record of	1429 (2)
children—arrangements in certain circumstances for education of	1186 (1), (2)
clothing, soap and tobacco—issues of	2011-3
clothing on transfer to R.N.	1746 (2)
clothing—cadets' servants in cadet Training Ships	1164 (10a)
compensation paid in lieu of clothing	1179 (19)
conduct—classification for	1164 (12)
conspicuous gallantry medals and annuities	1180-5
conviction by civil power—penalties on	1194
death or desertion—disposal of cloth tunics and greatcoats on	812 (3-6), 1188 (4)
description in official correspondence	1164 (11)
deserted or dead—charge and disposal of annual clothing	1146
deserters discovered in H.M. ships	1731 (6)
detached for service on shore—discipline	609
discharge at age of 50	1134
discharged by purchase—receipt for money lodged for	1170 (2)
discharge—disposal of arms, accoutrements, &c.	1337 (2)
discharge from hospital after ship sailed—how dealt with on	1162 (3a)
discharge from ship's books—date of cessation of sea pay	600
discharge from service—particulars to Ministry of Labour, &c.	1428
discharge from the service from Ships—travelling arrangements	1171 (7-10)
discharge of—certificate as to arms, accoutrements, &c., on	1505 (3)
discharged with ignominy—corner of certificate cut off	1164 (15)
discharge—plain clothes gratuity	830 (12)
discharges and re-engagements	1444a
discipline afloat or ashore	1170-5
divisional headquarters—change of	1134
drills and exercises—purpose and record of	1150
drills, exercise, and duties generally	1156 (6-8)
embarked—discipline of	1155
embarked—quarterly returns to headquarters	23
embarking—allotments	1147
embarking—medical examination before	1618 (g)
employed with naval ratings—order of command	1144
entered as seamen—resumption of badges	1135 (2)
extra pay—rates of	747
field training	App. XV. (Pt. III. note at end of)
foreign service—leave on disembarkation from	1156 (10)
fraudulent entry from force affiliated to the Army	1148
fraudulent entry of naval deserter	1464-5
general instructions regarding	1466
good conduct and other medals and gratuities	1134-54
good conduct badges—award, deprivation, and restoration	1192-4
good conduct pay	1187-91
gun drill—exercise at	1445
gunnery and torpedo history sheet—when granted	885
	833 (1)



**Marines (Generally)—continued.**

	ART., &c.
hammocks and bedding—provision in newly commissioned ships	1143
higher gunnery ratings—payment or cessation of allowances	399 (6)
hospital—arms, accoutrements, clothing, &c., when sent to	1168
hurt certificates—award of	1207, 1318 (5)
in hospital on sailing—procedure	599, 600
inspection afloat or ashore	1142
inspection in marching order quarterly	1156 (1)
instruction and training	1155-9
invalided or time expired abroad—passage arrangements	1533
invaliding at home—procedure for	1168 (2)
invaliding from hospital—notification of	1245
lamp-trimmer—allowances when employed as	1459
lamp-trimmers and butchers—employment as	1178 (1-3)
lance or acting ranks—counting of time for pension purposes	1203
landing for drill and tactical exercises	1156
leave—annual, drafting, foreign service, re-engaging, &c.	1148
leave due on paying off	1130 (3)
leave—illness whilst on	1148 (5)
losses—compensation for	App. VIII
lost articles—replacement of	1559 (8)
marriage allowance	1627
marriage allowance—amounts payable	App. III (Pt. IIc.)
marriage preliminaries on board ship—instructions regarding	716-9
marriage with alien—report to Admiralty	715a
meaning of the term	page 8 (Vol. II)
meritorious service medals and annuities	1193
military duties—maintenance of efficiency in	1156 (6)
new order to—procedure on receipt of	1
non-commissioned officers reduced to lower rank—rank and precedence	1135 (3)
non-substantive ratings—incompetence or misconduct of	1184
particulars of—to be given in correspondence	1866 (q)
pay afloat—commencement of	1424 (4)
pay—allotments, remittances, &c., afloat	1145
paying off—disposal on	1129
payments on account—monthly and weekly	App. III (Pt. IIa.)
pension and good conduct gratuity—security of	1198 (a)
pension—classification for	1196
pension—dissatisfaction with amount of	1950
pension—procedure on completing time for	1947
pension for service wounds, hurts or disabilities	1195-1211
pensions from Greenwich Hospital Funds	1195 (2)
prize, bounty and salvage shares—number entitled to	App. XV. (Pt. I.)
promotion afloat—notification of	1140
promotion—examinations afloat for	1153
promotion—recommendation on quarterly returns for	1347 (5)
promotion to commissioned rank	App. IV. (Pt. I.)
promotion to warrant rank	1154b
punishment—extra guard as	757, 798
quartering—arrangements on commissioning	826
recommendation for Royal Fleet Reserve—notation	830 (9)
regulating, sick berth and cook branches—transfer to	1178 (4)
rifle-firing—prizes and badges for—courses	1160
salute by—occasions and description of	147 (4)
school instruction	300-99
senior N.C.O. excused from canteen committee	856 (2)
service—age for commencement of	1180 (1)
service certificates	1180
sick from abroad—disposal	1426 (7)
sick from ships—pay and disposal	1426 (1), 3
special duties—employment on	1178-9
spirit stoppages—record of	821 (2)
summary punishment of when detached on shore	1184
superior naval rating's duty—pay when doing	1422 (3)
survey on—from headquarters	1230 (2)
suspension of sentence of penal servitude, imprisonment, &c.	1179a
time-expired abroad—detention	1175
time in—counting towards pension from the Navy	943 (1), (2)

**Marines (Generally)—continued.**

transfer list for	ART., &c. 1598 (3a)
transfer to R.N.—pay, clothing and arrangements generally	1171a
transferred to naval rating—gratuitous clothing and bedding	1738 (3)
transfer to skilled or unskilled ratings	391 (2-5)
travelling warrants—issue of—officers and men	1498
uniform clothing—supplies, charge, and accounts of	1781
vacancies for N.C.O.s abroad	1141
vacancies in ships at home	1143
virtualling arrangements and allowance	1682 (2 (b), (f))
wages, prize shares, allowances, &c.	App. XV.
ward room attendants—employment as	1179
widows and children—gratuities for	1195 (2)
widows, children or other relatives—pensions or gratuities	2014-6
working party from ship—charge of	589 (1)

**Marriage—**

alien—notification	418, 715a
alien—report to Admiralty	715a
banns—publication on board H.M. Ships	615, 650 (3), 716-7
banns—where marriage may be solemnised after publication of	716 (6-8)
Chaplains' duties under the Naval Marriages Act, 1908	650 (3), 716-7
Commanding Officer's duties under the Naval Marriages Act, 1908	615, 716-8
England and Wales—alternative procedure for marriage in	716 (6)
forms for certificates issued under Naval Marriages Act, 1908	716 (2)
Ireland—alternative procedure for marriage in	716 (8)
man's widow remarrying—effect on pension	2014 (5), 2016 (5)
notice of—where marriage may be solemnised after publication of	716 (6-8)
notices of marriage—procedure in regard to	716, 718
notification by officers	418
officer's in Scotland—procedure to secure recognition	418 (2)
officer's widow remarrying—as to compassionate allowance to children	2002
penalties for false declarations, &c.	719
procedure on board H.M. Ships under the Naval Marriages Act, 1908	716-9
Scotland—alternative procedure for marriage in	716 (7)
shore establishments and harbour ships—Naval Marriages Act, 1908, not applicable	716 (5)
widows remarrying—effect upon pension	1987

**Marriage Allowance**

allotment necessary to qualify for	1627, 1633 (10)
Maltese ratings—amounts payable in respect of	App. III. (Pt. IIC.)
men in debt, awaiting trial, sentenced to detention, &c.	App. III. (Pt. IIE.)
petty officers and men—amounts payable	App. III. (Pt. IIC, and IID.)
Naval Discipline Act, Section 98A—procedure	App. III. (Pt. IID.)

**Marriage Certificates—forwarding—instructions for**

1866 (m)

**Marriage Notice Book—entries in and use of**

718 (2), (3)

**Masseur—allowance for employment as**

App. XV. (Pt. III. (75))

**Master-at-Arms**

815-21

## absence—performance of duties during

822

## messing of

852

## none borne—performance of duties

822

## outfit gratuity

1436 (2)

## postal packets—duties in connection with

579 (2), (4), 580, 582 (2)

## punishment—duties in regard to persons under or awaiting

816

## unpaid postage—collection of

582 (3)

## wages, prize shares, qualifications, &amp;c.

App. XV. (Pt. I.)

**Master of the Fleet—appointment and allowance**

179, 227

**Masts—**

## alterations in establishment of

1069 (1)

## colour to be painted

1064 (2)

## condition of—inspections and reports by Carpenter as to

644 (1, 2)

## examination of, and report to Officer of the Watch

619 (15)

<b>Masts—continued.</b>	ART., &c.
injury—record in log . . . . .	1025 (3)
injury—report by Captain . . . . .	568 (1)
inspections— inquiry as to preservation . . . . .	424 (15)
<b>Matches—</b>	
inspections— inquiry as to use of . . . . .	424 (8)
use and stowage of—precautions . . . . .	540 (8)
<b>Mate—</b>	
acting—appointment as Lieutenant on death of Commanding Officer . . . . .	232 (1)
appointment . . . . .	268a, App. X. (Pt. IIa.)
candidates eligible for qualification . . . . .	App. X. (Pt. IIa.)
command of ship—assumption on death of Commanding Officer . . . . .	232 (1)
disposal on paying off . . . . .	1129
duties of . . . . .	624 (6 (a))
First Lieutenant's allowance . . . . .	1406 (7)
instruments—provision of . . . . .	624 (7)
messing allowance . . . . .	843 (1 (a))
outfit gratuity . . . . .	1418a
pilot—conditions for employment as . . . . .	993 (1)
promotion—calculation of service for . . . . .	"Explanation of Terms."
promotion to Lieutenant . . . . .	267 (5), (6), 299 (2)
rank and command—order of . . . . .	171
specialist duties performed by non-specialist . . . . .	1407c
waiting disposal—where borne . . . . .	229 (1)
wounds or injuries—application for compensation . . . . .	1912
<b>Mate (E.)—</b>	
appointment . . . . .	App. X. (Pt. V.)
disposal on paying off . . . . .	1129
messing allowance . . . . .	843 (1 (a))
outfit gratuity . . . . .	1418a, App. X. (Pt. V.)
promotion to Engineer Lieutenant . . . . .	281, 299 (2)
waiting disposal—where borne . . . . .	229 (1)
wounds or injuries—application for compensation . . . . .	1912
<b>Mate W/T—paying off—disposal . . . . .</b>	1129
<b>Matériel Reserve—ship ordered to be paid off and placed in . . . . .</b>	1117 (3)
<b>Meal Allowances—men absent from their ship—payment to . . . . .</b>	1690 (6, 7)
<b>Meal Hours . . . . .</b>	853-4
<b>Meals (Ship's Company)—</b>	
smoking allowed during . . . . .	548 (2)
times for and routine of . . . . .	853-4
working party detached—arrangements for . . . . .	569 (2)
<b>Measures—examination and test of . . . . .</b>	1732
<b>Meat—</b>	
allowance in lieu for one day in week . . . . .	1699 (3)
casks of salt—replacement of pickle in . . . . .	1721
fresh—maintenance of supplies . . . . .	1702-3
fresh—permission to land . . . . .	1687
issue of fresh, on repayment—limit . . . . .	1700 (1)
landing of—maximum allowed . . . . .	1687 (c)
preserved in tins—care in packing, &c. . . . .	1722
purchases of . . . . .	1769 (1)
purchases of fresh—rules for . . . . .	1773
receipt of fresh—procedure on . . . . .	1710
salt—extra issue to make up for loss in boiling . . . . .	1690 (11)
substitute for fresh—when not available . . . . .	App. XVI. (Pt. I. (a))
supplies from contractors—survey . . . . .	1709 (2)
war—increased ration in time of . . . . .	1690 (8)
<b>Mechanical Expert—Engineer Officer regarded as . . . . .</b>	946
<b>Mechanical Fittings—charge and inspection by the Engineer Officer . . . . .</b>	946 (1, 2)
<b>Mechanical Repairs—execution of . . . . .</b>	947 (1)

<b>Mechanical Training Establishment—Artisan and Artificer ratings</b>	
transferred to on paying off . . . . .	1129 (1)
lists of defects of ships to be forwarded direct to . . . . .	1092 (1-1a)
<b>Mechanician—</b>	
advancement—report when qualified for . . . . .	1855
advancement to Chief 2nd Class . . . . .	381-2
charge certificate—notation on Service Certificate . . . . .	831 (13)
messing arrangements . . . . .	852 (6)
promotion to Engineer Lieutenant—selection and qualifica- tion for . . . . .	App. X. (Pt. V.)
promotion to Mate (E) . . . . .	281a
restoration in class after disrating . . . . .	776 (6), 777 (5), 777a
wages, prize shares, qualifications, allowances, &c. . . . .	App. XV.
<b>Medal—Good Conduct . . . . .</b>	750-1
<b>Medals (Generally) . . . . .</b>	157-67
bar for . . . . .	167 (11), (13-14)
claims for—bringing forward of . . . . .	620 (7)
deceased officer or man—disposal of those belonging to . . . . .	1631 (1) (h)
foreign—acceptance and wearing of . . . . .	165
gallantry in action—for conspicuous . . . . .	159
inspection by Divisional Officer . . . . .	620 (3)
lost—replacement when . . . . .	1560
Marines—special decorations and . . . . .	1194
miniature—wearing of . . . . .	167 (3-4), (9), (12-16)
missing—how dealt with . . . . .	550 (2)
missing—report . . . . .	620 (3)
naval history—to Lieutenants for proficiency in . . . . .	327a
notations on service certificate—when to be made . . . . .	830 (1)
order in which worn . . . . .	167 (9) (14)
plain clothes—wearing with . . . . .	167 (15-16)
possession and wearing of . . . . .	550 (2)
restoration after forfeiture . . . . .	806 (6a)
ribbons—description and instructions for wearing . . . . .	167 (12-13)
saving life—recommendation for . . . . .	611
saving life, for—wearing of . . . . .	167 (10)
selling—punishment for . . . . .	1560 (3)
Societies—manner of wearing . . . . .	167 (10)
special—regulations for award, &c. . . . .	157-61
wearing—manner of . . . . .	167
<b>Medical . . . . .</b>	1227-1331
action—assistance to be given during . . . . .	1295 (2)
advice to Commander-in-Chief . . . . .	1263-4
antiseptic precautions . . . . .	1287
bacteriology—study and practice of . . . . .	334
clinical pathology—study and practice by naval medical officers . . . . .	334
duties in vessels not bearing a medical officer . . . . .	1270
hospital or sick quarters—treatment, &c., in . . . . .	1236-52
information of general interest to be reported . . . . .	1323
instruction of officers and men in first aid . . . . .	1295 (2), (3)
precautions generally . . . . .	1294
precautions on arrival at a place where disease is prevalent . . . . .	1285
precautions when party landing in unhealthy locality . . . . .	1282
reports, returns, &c.—how forwarded . . . . .	1262
returns for vessels without medical officer . . . . .	1270 (1)
skiagraphy—study and practice by naval medical officers . . . . .	334
supplies on commissioning . . . . .	1268
treatment by private medical practitioner . . . . .	1246
treatment in sick quarters or civil hospitals—statement required . . . . .	1247
weekly health report summary . . . . .	1264 (2)
<b>Medical Appliances—</b>	
reports upon—periodical . . . . .	1264
supplies on commissioning . . . . .	1268

	ART., &c.
<b>Medical Attendance—</b>	
dental cases requiring . . . . .	1331f
invalids on passage in transport or freight ship . . . . .	1533 (9)
landing of officers and men for—in case of necessity . . . . .	1246 (1-3)
men on leave . . . . .	1331r
Officers ill on leave—refund of medical expenses . . . . .	1331q
private—arrangements in regard to . . . . .	1246
troops embarked for passage . . . . .	1218
<b>Medical Branch Officers . . . . .</b>	168
acting time—how counted . . . . .	247, 253
addresses—report of . . . . .	1319
cells—visits to men in . . . . .	783 (10)
certificates when serving in hospitals, &c. . . . .	824 (4a)
communication with Medical Director-General—procedure . . . . .	1268
courses for . . . . .	332-4
duties of . . . . .	1253-1327
full pay—counting of acting time . . . . .	247, 253
good service pensions . . . . .	1922, 1926
gratuity on withdrawal after four years—time not counting . . . . .	247
half pay—counting of acting time . . . . .	247, 253
promotion—qualifications and examinations for . . . . .	234-9
relative rank with other branches and army officers . . . . .	219
reports upon . . . . .	1851 (6)
senior—course of instruction for . . . . .	333
service for promotion, withdrawal, retirement, &c. . . . .	288 (1), 289 (2)
service—how calculated . . . . .	pages xiii-xiv (Vol. I.)
service in civil hospitals—counting of . . . . .	247
titles—note as to revision . . . . .	page 9 (Vol. II.)
voluntary courses at the home hospitals . . . . .	334
<b>Medical Certificates—</b>	
men ill on leave . . . . .	1331r
Officers ill on leave . . . . .	1331q
<b>Medical Comforts—</b>	
allowance for—when sick on leave . . . . .	1331r (8)
inspection of . . . . .	1719 (2), 1720
stocks to be carried in seagoing ships . . . . .	1705, App. XVI. (Pt. III.)
supply and expenditure of—procedure . . . . .	1273
unserviceable—disposal on paying off . . . . .	1749
<b>Medical Director-General—meaning of the term . . . . .</b>	page xiii (Vol. I.)
<b>Medical Establishments—</b>	
abroad—vacancies . . . . .	458
abroad without Principal Medical Officer—administration, &c. . . . .	459
authority of Commander-in-Chief or Senior Officer . . . . .	457, 459
definition . . . . .	page 6 (Vol. II.)
<b>Medical Examination or Survey . . . . .</b>	1227-35
entry or re-entry—candidates for . . . . .	351, 1312-7
final for entry . . . . .	1314
Greenwich Hospital benefits—of claimants for . . . . .	1965 (4)
imprisonment or detention—prior to committal to . . . . .	772
marines before embarking . . . . .	1144
men or boys ill on leave . . . . .	1331r (12)
offenders in hospital—procedure . . . . .	722 (3-6)
officers—application for surveys on . . . . .	595 (1)
officers at home, after arrival from abroad . . . . .	1235
officers—reports of survey on . . . . .	1231
ordered by Captain of the Fleet . . . . .	522
pensions for wounds or disability—of claimants for . . . . .	1933
procedure and questions at . . . . .	1311
Subjects for—report to Captain as to . . . . .	1298
Surgeon Rear-Admiral attending—opinion of . . . . .	1261
Surveying officers at hospitals . . . . .	1933 (c)
travelling expenses of officers attending . . . . .	1504
wounds or injuries—of officers for pension on account of . . . . .	1903
<b>Medical Fees—</b>	
payment to private practitioners . . . . .	1331r (4), (7)
scale for private practitioners . . . . .	1331r (8)

	ART., &c.
<b>Medical History Sheet</b>	1310
chest—record of examination of	1294 (5)
dental treatment—notation of refusal	1331m
detention or imprisonment—of men sentenced to	1616 (2)
discharge to ship—to accompany on	1841
custody and disposal of	1310 (2)
invalids from abroad—to accompany	1601 (4)
missing—issue of new sheet	1310 (3)
survey on invalids—to accompany application for	1228
<b>Medical Inspection—</b>	
canteen contractor's premises	857 (4)
canteen employees	856 (13)
ships	424a, 1264
<b>Medical Instruments—Surgeons—provision by</b>	1325
<b>Medical Journal</b>	1308-9
analyses of water recovered in	1293 (2)
enteric fever to be noted and remarked on	1285a (6)
Surgeon to keep	1325
<b>Medical Officer, The—</b>	
cabin for	850 (2)
canteen committee—to be a member of	858 (1)
certificate for destruction of infectious clothing	1559 (14)
definition of the term	page xii (Vol. I.)
duties of	1265-1323
duties when absent, invalided, or discharged	1327
duties when none borne—Commanding Officer to carry out	1270
examination of ship	554 (1)
inspection of improvised accommodation	554 (4a)
men or boys sick on shore—report	1331r
nosological return	1259
of senior flagship—recognition as Principal Medical Officer of the fleet	1264
officers invalided—report of case to Medical Director-General	1232
orders from Captain or other superior officer	1265
purchases for sick berth—procedure	1783
purchases of medicines and medical stores	1784
reports called for by Surgeon Rear-Admiral or Surgeon-Captain	1255
responsibility for drugs	1330 (5)
returns, accounts, &c.—regular transmission of	1320
serious illness or injuries—to inform Commanding Officer	714 (2)
sick mess fund—administration of	1654
supersession or death of—disposal of money advanced for sick mess	1274
supersession or invaliding—transfer of stores on	1279
troops embarked—attendance upon	1218 (2)
tropical diseases—specimens of	1323 (2)
tuberculosis—prevention and detection of	1294 (3-9)
unwholesome fruit, vegetables, &c., in bumboats—report by police	818
<b>Medical Stores—</b>	
account of—keeping, closing, and rendering	1275-8
care and disposal of	1269
charge and account of—in vessels without a medical officer	1270 (2), (3)
disposal on supersession, &c., of medical officer	1279
distributing stations for, during action	1295 (1a)
examination of—on board ship	1256
losses due to theft	1276 (3)
paying off—how dealt with on	1117
purchases—examination, report, payments, and vouchers for	1784-5
purchases of	1271
sick quarters not in charge of resident medical officer	1280
survey on closing account	1278
survey—report of	1838
surveying officers	1819
tenders—charge of in	1803 (4)
theft and prosecutions under Public Stores Act, 1875—report	1810
vouchers for small charges in connection with	1680

	ART. &c
<b>Medicine—</b>	
account of—keeping, closing, and rendering	1275-8
bottles and labels for	1330
care of—responsibility for	1269
charge and account of—in vessels without medical officer	1270 (2), (3)
course for senior medical officers in	333
defective—disposal of	1823 (2)
dental—dispensing	1331g
dispensing—weights and measures used in	1329
examination of—on board ship	1256
poisonous—care of	1330
purchases—examination, report, payments and vouchers for	1784-5
purchases of	1271
receipt, issue, and accounting for	1329
supplies on commissioning	1268
surveys upon—when to be held	1837
<b>Medicine Chests—</b>	
care and disposal of, and responsibility for	1269
completion of—demands for	1269 (4)
supply on commissioning	1268
<b>Meetings—lectures on naval subjects at</b>	14
<b>Memorandum of Examination (Guns)—entries in, and disposal of</b>	639
<b>Memorials—collective, forbidden</b>	11
<b>Mercantile Cruisers—steam manual—instructions to be observed</b>	925 (2)
<b>Mercantile Fleet Auxiliary—application of the term</b>	31a (2)
<b>Merchandise—conveyance in H.M. Ships forbidden</b>	1887 (2)
<b>Merchant Seamen—</b>	
entry from foreign ships	362
passage as prisoners	475
<b>Merchant Ship—</b>	
aid to—when in danger, distress, &c.	1889-90
assistance to—authority required for payment of extra pay for	1491 (3)
blue ensign—wearing of	126
British—coerced into hostile acts	494
British in foreign ports—protection of	490
collision claims—settlement	573 (5)
collision with	573
colonial—ensign and distinguishing flag worn by	127 (2), (3)
colonial—refusal to hoist national colours	130 (2)
colonial—wearing of improper colours by	129
commanded by retired naval officer or by R.N.R. officers—ensign	126 (1), (2)
convoy—masters to obey orders	1044
diving apparatus, &c., loaned to	1817
embarkation and disembarkation of officials entitled to salutes	71
ensign to be worn by	127, 129 (1 (i))
entry of men from—settlement of wages	1592
flags of military, colonial, &c., officials embarked in	115 (d)
improper colours worn by—penalties and procedure in regard to	129
men lent to navigate	613
national colours—when to hoist	130 (1)
navigation of—pay tickets of men lent for	1599 (4)
passage abroad in—allotments while on	1618 (j)
passage in—certificate to be produced by officer	1599 (2)
passage in—pay ticket	1599, 1600
passages of officers and men in	1518-34
passages of officers from abroad in—certificate to be obtained	1600 (3)
pensioners in	1957
pilotage by naval officer—as to responsibility	470a
prisoners from—passage in H.M. Ships	475
property on board when in danger or distress—protection of	1894
refusal to hoist national colours—procedure on	130 (2)
return salute to	94
salvage or assistance by H.M. Ships abroad—procedure	1891-2
salvage or assistance to—definitions	1889 (2)

**Merchant Ship—continued.**

salvage services or assistance to—report	1889 (4), (5)
signalling exercises with—importance of	410
stores, provisions, &c., supplied to or received from	1812, 1815
subvented—ensign flown by	128 (3)
time in—counting towards good conduct badges	749
travelling expenses of officers on arrival from abroad in	1496 (7)
victualling stores conveyed in—procedure	1766 (2), (3)
wrecked—entertainment of master and mate	1556

**Merchant Shipping Act, 1894—**

improper colours—provisions in regard to	129 (1)
national colours—when to be hoisted	130 (1)
warrant under—to fly certain flags in merchant ships	115 (d)

**Meritorious Service—**

notation on service certificate	830 (1)
---------------------------------	---------

**Meritorious Service Medal—**

rules and ordinances	157
----------------------	-----

**Meritorious Service Annuity and Medal—award to marines**

1193

**Mesopotamia—climate pay**

1488, 1491 (9)

**Mess Book—responsibility for, and disposal of**

1758

**Mess Committee**

838

**Mess Deck—**

fire precautions—notice as to	540 (23)
ventilation and dryness—preservation in bad weather	554 (4)

**Mess Fund—**

balance and statement of account—verification of	588 (2)
balance with Accountant Officer—record of	1666 (4)
money deposited with Accountant Officer	1639 (3), (4)

**Mess Stores—conveyance at public expense when recommissioning abroad**

App. IX. (Pt. I.)

**Mess Traps—**

account—rendering of	1760 (2), (3)
allowance for charge of	App. XV. (Pt. III. (84))
allowance for charge of—record of	1562 (2)
cleansing of—poisons, &c., not to be used	554 (5)
returned on closing of gun room mess	842
supply of	840

**Mess Utensils—**

inspection monthly	1754 (2)
losses, &c., by neglect—recovery from messes for	1754
replacement—charge for	849
soldiers embarked for passage	1217

**Messes (Generally)—**

conduct of—supervision by Captain	578 (1), (2)
extravagance and irregularities—action by Captain	578 (2)
provisions on repayment—issue of	1700

**Messes (Officers)—**

accounts—quarterly statement, stocktaking and audit	846, 848
advance on formation	841
allowances and advances to	841, 843, 1370
cash—accumulations to be avoided	847 (4), 848
charts for supply to	1013
conduct and management of	838
debts of—settlement	847 (4), 848
debts to—misconducted officers—payment for	1606 (2)
debts to—payment monthly	1609 (1)
debts to—supervision of payment by Captain	578 (1), (2)
debts to—use of postal orders for payment	1640 (29)
debts to—settlement monthly and on discharge or paying off	847-8
debts to—settlement of	845 (4)
designation of	837 (1)
dutiable goods—shipment free of duty	1886
furniture for—supply, repairs, renewals, &c.	1802
inspections—enquiries at	424 (9)



**Messes (Officers)—continued.**

	ART., &c.
inspections—enquiry as to debts and liabilities	424 (9)
lights—time to be extinguished	540 (5)
officers to join	839
passengers in and allowance for each	1541 (1)
plate and furniture—losses of	App. VIII. (Note (5) )
statement (quarterly)—production when required	845 (8)
statements produced at inspections	424 (9)
stewards—physical exercise of	908 (4)
subscription—limit of	849
torpedo boat destroyers, &c.—responsibility for settlement by officers in	848
waiters—dress gratuity when employed in certain home establishments	358 (18)
waiters—entry in harbour ships, &c., for training	358 (1), (2)
wine caterer changed—procedure	846 (3)
wines, spirits, beer, and tobacco for	845

**Messes (Men)—**

allowance in lieu of meat	1699 (3)
debts—advance of pay for settlement of	1609 (13)
debts—balance of pay of deserters not available for	856 (8)
debts—settlement when going on leave	1607 (7)
debts to canteen—payment of	1699 (4)
tea and coffee to be prepared by	1735

**Messing—**

army officers embarked	1215
army officers on passage in H.M. Ships	1548-9
certificate—officer or man on passage	1529 (2)
chief petty officers, petty officers, and writers	852
families on passage—contribution on account of	1535-6, 1542 (2)
Flag Officer's retinue—arrangements for	1385
misconducting officers—arrangements	1606 (2)
officers in transports—payment when indulgence passengers in	1532
officers on passage in H.M. Ships	1544
officers—regulation as to	837-49
pilots—arrangements and allowances for	1000, 1545
provision for—arrangements on and before commissioning	1056
ship's company	852-4
ship's company—representations by	11
Surgeons temporarily employed during war or emergency	App. XII.
transport or hired ship—arrangements in	1521 (3)

**Messing Allowance—**

Boy Artificers, Boys and Youths in addition to ration	1682 (2 (d) )
chief petty officers' and petty officers' messes in shore establishments and harbour ships	1682 (2 (k) )
colonial officials	1541, 1547
deductions from	856 (8)
deductions from, disposal of balance, and monthly statement	1699 (4), (5)
definition of	1682 (1)
gun room officers in the ward room	843 (2), (5), (6)
King's or other official messenger	1555
leave—chief petty officers, petty officers, and men on	1682 (2 (f) )
losses of mess utensils to be recovered from	1754
master or mate of wrecked merchant ship	1556
Mates and Mates (E.)	848 (1 (a) )
officers—rate for	1682 (2 (a) )
Officers' Stewards and Cooks—in certain circumstances, to	1682 (2 (c) )
passengers—advance by Accountant Officer	1557
passengers joining inferior or superior table	1553
passengers—period for which payable	1551
passengers—proportion paid when not embarked, when reloaded or transferred or disembarked on public service	1558
passengers—scale departed from in special circumstances	1546
passengers—scales for	1540-2
passengers' servants provided for in scale	1552
patients on sick list—stoppage in case of	1689
paying off—credit to messes on day of	1682 (2 (l) )
payments by passengers	1554
persons entitled to and method of accounting for	1699

**Messing Allowance—continued.**

petty officers, seamen, and marines—rate for	ART., &c.
pilots—rate for	1682 (2 (b) )
subalterns Royal Marines	1545
Sub-Lieutenants in command	843 (1), (5), (6)
warrant officers and commissioned warrant officers—at option	843 (2), (5), (6)
of	1682 (2 (a) )
warrant officers—in certain cases	843 (3-6)
workmen detained on board	1683 (2)

**Messing Certificate—signing of—by officers or man on passage in contract packet or transport**

1529 (2)

**Meteorological Instruments—**

charge of	1032
supply, use, and record of observations	1008

**Meteorological Register—supply for purposes of minute record**

1008 (1)

**Midshipman—**

attention to men	620 (1)
backward—special measures for	561 (3)
boats sailed in harbour when possible	619 (17)
certificates—failure to produce	270 (2)
certificates of	269-70
charts for instruction in navigation—supply of	1013 (4-6)
deprived of time—record of	824 (2)
discharge on second failure at examination for promotion—	
liability to	268 (2)
duties of	624 (6), (7)
engineering training	App. X. (Pt. I. (7) )
examination after loss of time through sickness	268 (4)
examination for Lieutenant	App. X. (Pt. II.) )
examination for promotion—failure at	268 (2)
examinations while training afloat	App. X. (Pt. I. (20) )
failure to qualify for Sub-Lieutenant—procedure	268 (2)
foreign literature—purchase for instructional purposes	344
French or German—instruction in	342
instruction and progress—record of	561 (5), (6)
instruction—assistance by Naval Instructor	662 (1)
instruction by Officer of the Watch	619 (16)
instruction by Torpedo Officer	901 (2)
instruction in gunnery and torpedo	900 (3)
instruction of—arrangement of time-tables	561 (2)
instruction of—course to be pursued	561
instruction of—Lieutenant to arrange	561 (1-3)
instruction of—responsibility of Engineer Officer for	974
instruction—supervision of	561
instruction—theoretical and formal	App. X. (Pt. I. (6, 11) )
instruments, provision of	624 (7)
journal—keeping and inspection of	561 (4)
journal—production at examination for Lieutenant	270 (1)
junior—definition of the term	"Explanation of Terms "
leave after passing for Lieutenant	272
navigation—instruction in	1029, App. X. (Pt. I. (24) )
none borne—closing of gun room mess	842
observations—superintendence of	662 (1), App. X. (Pt. I. (22) )
private allowance	1422
progress to be watched	561 (3)
promotion to—Captain's order for	223 (3)
promotion to—commencement of higher rate of pay	1393
qualifications for, and regulation of seniority	273
rank and command—order of	169, 171, 172, 214
rated Acting Sub-Lieutenant	268
rounds when on watch at night	619 (14)
senior—definition of the term	"Explanation of Terms."
service, how calculated for promotion	pages 7-8 (Vol. II.)
service marks	App. X. (Pt. I. (21) )
sick leave on full pay—period allowed	1396 (2), (3)
supervision by Officer of the Watch	619 (5)
supervision by Sub-Lieutenant	624 (2)
time lost through sickness—examination after	268 (4)

<b>Midshipman—continued.</b>	ART., &c.
training afloat . . . . .	323, App. X. (Pt. I.)
transferred to another ship—record of progress . . . . .	561 (6)
waiting disposal—where borne . . . . .	229 (1)
<b>Midshipmen, R.N.R., instruction abroad—pay and reports on . . . . .</b>	<b>902</b>
<b>Military Branch Officers— . . . . .</b>	<b>163-9</b>
authority and precedence over non-military branch officers in certain circumstances . . . . .	216
boats—passing officers of other branches in . . . . .	149 (5)
borne "additional"—rank in command . . . . .	189
borne for special service . . . . .	188
captured or lost ship—new appointments in vacancies . . . . .	235
collision regulations—acquaintance with . . . . .	1041
commissioned—list of . . . . .	223 (1)
courses, training and examinations generally . . . . .	317-29
Gunnery Drill Book—to obtain . . . . .	332 (2)
navigating and pilotage duties—liability for . . . . .	180 (2)
night observations when on watch . . . . .	990
numbers of—determination of, and changes in . . . . .	253
physical training to be supervised by . . . . .	908 (1)
promotion—qualifications and examinations for . . . . .	259-274
rank and command . . . . .	169-72, 207-14
relative rank with other branches and army officers . . . . .	219
"service"—definitions and counting of . . . . .	240-5
service for promotion—how regulated . . . . .	257
shore appointments—maximum period of . . . . .	243 (1)
specialising in particular branch—training and courses . . . . .	326
steam instruction . . . . .	562
titles—note as to revision . . . . .	page 6 (Vol. II.)
warrant officers, list of . . . . .	223 (2)
<b>Military Command— . . . . .</b>	<b>21</b>
conditions entitling to . . . . .	page 6 (Vol. II.)
definition of the term . . . . .	218
ratings—instructions as to . . . . .	App. XV. (Pt. I.)
ratings entitled to assume . . . . .	
<b>Military Cross—additional pension or gratuity for . . . . .</b>	<b>159 (4-9)</b>
<b>Military Detention Barracks— . . . . .</b>	
offences by naval ratings—procedure in case of serious . . . . .	730
offender in—procedure . . . . .	730, 754 (2)
<b>Military Forces— . . . . .</b>	
bedding and mess utensils when embarked . . . . .	1217
bedding—loan of marked . . . . .	1739 (5)
breakfast before disembarkation . . . . .	1220
command on shore—naval officers not to assume . . . . .	25
courts-martial ashore on—expenses of witnesses . . . . .	1631
custody before trial by military authority . . . . .	1213 (3)
deserters discovered on board H.M. Ships . . . . .	609
deserters—expenses of escort for . . . . .	1631
deserters from affiliated force—entry in Navy or Marines . . . . .	1464-5
embarkation—report of . . . . .	1220
embarked as marines—pay, clothing, &c. . . . .	24
embarked for passage—discipline, messing, &c. . . . .	1212-22
entered in Navy from—time for badges . . . . .	748
fraudulent entry of naval deserter in—recoveries from pay . . . . .	1466
headquarters on warship or transport—flag flown . . . . .	117
marines enlisting in after discharge by purchase . . . . .	1172 (3)
medical attendance when embarked . . . . .	1218
messing allowance . . . . .	1699
offences to be dealt with after disembarkation . . . . .	1213 (12)
orders to—when embarked . . . . .	1213 (9), (10)
provisions issued for shore consumption by—accounting for . . . . .	1222
punishments—award of summarily . . . . .	1213 (5), (6), (8), (11), App. XI.
service counting towards marine pension . . . . .	1204
service counting towards naval badges . . . . .	748
service in—reckoning by marines . . . . .	1189 (2), (3)
sick or invalids from—as to embarkation . . . . .	1218

		Art., &c.
<b>Military Forces—continued.</b>		
stocking, coal trimming, &c.—employment on and extra pay for	1477, 1479, 1491	(9)
stores—landing and embarkation of	1226	
supplies for—arrangement for sea conveyance of	1224	(4)
supplies to or receipts from	1814-5	
time in—counting towards naval pension	1943	(3), (4)
virtualling in H.M. Ships	1683	(2)
<b>Military Honours</b>	131-43	
<b>Military Official—</b>		
flag—where flown when embarked	111	(3)
visiting ship—flying of flag	115	(c)
<b>Military Operations—allowances for employment ashore on</b>	1489, 1490, 1491	(9)
<b>Military Stores—supplies by War Department—accounting for</b>	1768	
<b>Militia—</b>		
deserters from—discovered in H.M. Ships	609	
deserters from—entry in Navy or Marines of	1464-5	
<b>Milk—</b>		
issue of fresh on repayment	1700	(1)
sterilisation	1294	(8)
sterilising	1285a	(5)
supervision of supplies by Medical Officer	1294	(2)
<b>Mineral Water—manufacturing—precaution as to men engaged in</b>	1285a	(2)
<b>Mines—</b>		
failures—report of	895	(5)
instructions in handbooks, &c.	531b	
mining and anti-mining—precautions to ensure secrecy	538	(3)
ship entering harbour, dock, &c.—retention in or removal from	896	
washed up on shore—rewards for reports of	898	(6)
<b>Mining Depôts—authority of Commander-in-Chief or Senior Officer</b>	457	
<b>Minister—Political—</b>		
assistance—requisitions for	448	
communication with—by Commander-in-Chief on arrival	447	
salute—particulars of	69	(VI.), (VII.)
<b>Ministers of Religion—</b>		
allowances, and conditions of payment	1412	
appointment to be made generally known	712	(2)
duties of	714	
funeral service—arrangements for conduct of	653	
information regarding members of their denomination	712	(4)
<b>Minute Guns—</b>		
Captain or Commander in command	151	
civil officials	153	
Flag or General Officer, Commodore, &c.	150	
<b>Misconduct—</b>		
after payment of good conduct gratuity—recovery in certain cases	750	(12), 751 (16)
books lost through—procedure	1753	
coast-guard man discharged to seagoing ship for—rating	405	
correction and report of	720	
drafts in transports or freight ship—procedure	1223	(4)
good conduct medal—pending presentation of	750	(12), 751 (6)
hospital—of men under treatment in	1244	(4)
marine discharged for—effect on pension	1205	
marine—pending presentation of good conduct medal	1192	(6)
marines—after payment of good conduct gratuity	1192	(18)
marines holding non-substantive ratings	1184	
men ashore—punishment of	780	(1), 786, 787
men and boys discharged for—plain clothes gratuity	1444a	
men discharged for—sale or disposal of effects	759	
men discharged for—value of kit and bedding recoverable in certain cases	1438	
mess utensils lost through—procedure	1764	
non-commissioned officers, R.M.—reduction of	765, 1180	(1), (2)

<b>Misconduct—continued.</b>	<b>Art., &amp;c.</b>
non-substantive ratings—procedure . . . . .	401
officers—bearing on ship's books in certain cases . . . . .	229 (1)
officers—effect upon widow's pension . . . . .	1978 (2)
officers in civil establishments abroad—suspension . . . . .	459 (6)
officers—powers of the Admiralty in regard to . . . . .	725, App. XI.
officers sent home from abroad—pay . . . . .	1358 (2)
Officers' Stewards and Cooks—as to discharge . . . . .	358 (3)
pay forfeited or stopped for—limitations . . . . .	756 (e)
removals for—expenses of . . . . .	1496 (2)
report by officer of division . . . . .	620 (6)
reports of—to whom made . . . . .	517
retired pay and pensions—forfeiture or suspension of . . . . .	2017 (2)
sent home or waiting passage from abroad on account of—as to pay and victualling . . . . .	1806
stores lost or damaged by—procedure . . . . .	1809 (2-4)
stores lost through—responsibility for recovery of value . . . . .	1336
superior—procedure when observed in . . . . .	8
victualling stores lost, damaged, &c., through—procedure . . . . .	1750, 1752
widows of officers . . . . .	1978 (1)
<b>Mist—</b>	
signals by fishing vessels in . . . . .	1041 (9 (i))
sound signals in . . . . .	1041 (15)
speed of fleet or ship in . . . . .	978 (1)
speed of ships in . . . . .	1041 (16)
<b>Mistakes—</b>	
ships in other commands—correction by Flag Officer, &c. . . . .	519
ships performing evolutions—correction by Flag Officer, &c. . . . .	518
<b>Mobilisation—</b>	
allotments on—declaration . . . . .	1618a
<b>Models—forwarding of—instructions for . . . . .</b>	1866 (n)
<b>Money Chests . . . . .</b>	1642
keys lost—procedure . . . . .	1642 (2), (5)
<b>Money-lending—</b>	
canteen tenants—forbidden by contract . . . . .	855 (5)
no person to engage in any money-lending business . . . . .	6 (2)
<b>Month—</b>	
abbreviations recognised . . . . .	830 (2)
methods of calculating for various purposes . . . . .	page 7 (Vol. II.
<b>Moonshee Allowance . . . . .</b>	346
<b>Mooring of Ship—record in log . . . . .</b>	1025 (3)
<b>Moorings—</b>	
laying down in home ports . . . . .	511
laying without permission—prevention by Captain . . . . .	586
periodical examination . . . . .	446
ships lying at—precautions to be observed . . . . .	586
<b>Morning Gun—</b>	
firing of . . . . .	141-3
Sovereign or Prince of Wales present—time of firing . . . . .	143 (1)
<b>Morning Prayers—reading of daily . . . . .</b>	709 (b)
<b>Mothers—pensions or gratuities in certain circumstances to . . . . .</b>	2006, 2008, 2015
<b>Motor Cars and Cycles, Private, &amp;c.—</b>	
mileage allowances for use of . . . . .	1503
<b>Motor Drivers—</b>	
allowances . . . . .	App. XV. (Pt. III., 59 & 60)
deductions from pay as punishment . . . . .	757 (II.), 782a
<b>Moustaches—</b>	
marines—wearing by . . . . .	1149
wearing of—directions . . . . .	553
<b>Movements of Ship—</b>	
beyond station limits—report . . . . .	421
detached from Commander-in-Chief—report of . . . . .	422
due regard to be paid to repairing defects in arranging pro- grammes . . . . .	439 (4)

# Index.

Mo—Na

		Art., &c.
<b>Movements of Ship—continued.</b>		
home ports—arrivals, departures, &c., to be reported	.	507
limits of	.	421
reports by telegraph, &c.	.	29
surveying ships—ordered by Admiralty	.	409 (1)
through locks and basins	.	1104a
wireless office—responsibility for information to	.	905
<b>Mud—extra pay for work in</b>	.	1481
<b>Mullets—</b>		
drunkenness	.	757, 794
Lascars and coloured ratings—as a punishment for	.	757 (11.), 800
leave-breaking—method of calculation for	.	793 (6), (8)
leave-breaking—remission in certain cases	.	793 (2), (5)
leave-breaking—scale, &c., for	.	757, 792 (3), 793
ledger—entry in	.	1577
maximum for leave-breaking	.	793 (5)
<b>Munitions—army—sea conveyance for</b>	.	1224 (4)
<b>Music—</b>		
supplies for ceremonial bands	.	1368
supplies to ships, &c.	.	1161
<b>Musical Instruments—</b>		
certificate as to—on discharge, death, or desertion	.	1164 (15), (16)
disposal when marine sent to hospital	.	1168
Divine Service—allowance for playing during	.	1454
infectious—action in regard to	.	1161 (6)
return to headquarters	.	1164 (13)
supplies, charge, &c., of	1161, 1162, 1163 (1)	
supplies for ceremonial bands	.	1368
<b>Musical Proficiency—badge—examination</b>		
Ranks, R.M.	afloat of Band	1153 (3)
<b>Musters—</b>		
additional	.	423 (3)
by Commander-in-Chief	.	423
respect—method of showing	.	148 (2)
ships at home ports	.	423 (4-9)
ship's books—of all persons on board by	.	1564
when to take place	.	423
<b>Mutiny—</b>		
corporal punishment for—immediate award of	.	760 (b), 762
marines with good conduct badges—punishment of	.	1191
punishment for—when to take place	.	764 (1)
summary punishment for	.	767 (1.)
trial by court-martial for	.	672 (4)
<b>Mutton—</b>		
purchase of fresh—rules for	.	1773
receipt and disposal of fresh	.	1703 (2)

## N

(N)—signification of	.	323 (5)
(N†)—signification of	.	323 (12)
<b>Name—</b>		
alteration on service certificate	.	355a
men with same—how to distinguish	.	1566
<b>National Anthem—when to be played</b>	.	181 (2), 189a
<b>National Anthems—order in which to be played</b>	.	120 (1a)
<b>National Festivals—</b>		
foreign—salutes fired by ships present	.	52
salute in celebration of	.	89
salute in honour of—flag to be flown	.	95 (1)
salutes in honour of—not returned	.	92 (1)

	ART., &c.
<b>National Flags</b>	127-30
British ships or boats privately owned—description of	129 (1 (1))
British—warrant to fly other than red ensign	129 (1 (1))
merchant ship's refusal to hoist—procedure	130 (2)
merchants ships—when to hoist	130 (1)
salute to	78
salute to British—return of	92 (3)
salute to foreign—return of	92 (2)
salute to—in foreign port	47
<b>National Life-boat Medal</b> —wearing—manner of	167 (14)
<b>Natives</b> —	
bedding—loan of marked	1739 (4)
death on board H.M. Ship—pay account on	1631 (4)
extra pay—rates of	1468 (6), 1491 (9)
hospital treatment—how to be dealt with while under	1427 (2)
pay—special rates of	1433
stoking—extra pay for	1477(4), 1491(9)
wages, prize shares, qualifications, &c.	App. XV. (Pt. I.)
<b>Nauru</b> —Administrator, salutes and visits	69(III.) (Note)
<b>Naval Agency and Distribution Act, 1864</b> —awards distributable under, &c.	1877-8
<b>Naval Attaché</b> —time—counting of	239
<b>Naval Courts</b> —instruction to, and expenses of	706
<b>Naval Discipline Act</b> —	
application to Royal Navy and Dominion Navies in relation to each other	App. XXII.
articles of war—display and quarterly reading of	729
assisting or persuading men to desert or improperly absent themselves	736
discharge under section 78—of offender in prison or under detention	700a (vi)
meaning of the term	page xi
observance and enforcement of	1
offences by passengers—how dealt with	739
officers serving under colonial government—subject to	242 (2)
section 78—order for removal from military detention barrack under	730
sections 75 and 78—discharge from prison or detention establishment under	731
section 90a—conditions of application	25 (2)
section 98a—procedure	App. III. (Pt. IIb.)
warrant under—for arrest of offenders	603
<b>Naval Establishment</b> —	
accounts, &c., of persons serving in	1591
baggage conveyed at public expense on appointment to	App. IX. (Pt. II)
Commander-in-Chief's authority over	457
definition	page 6 (Vol. II)
dress gratuity to mess servants in certain cases	1439-40
flags and pendants flown—authority for	110
long leave to men in	872 (2)
Naval Marriages Act not applicable to	716 (5)
pensioners in	1957
supersession of storekeeping officer—time for closing accounts	1397 (5)
supplies at—maintenance of	435 (1), 436
travelling expenses of officers and men serving in—conditions governing repayment	1495
<b>Naval Health Officer</b> —	
definition	page 6 (Vol. II)
duties	1264a
<b>Naval History</b> —	
examination in	App. X. (Pt. IIa.)
hints to competitors at examination in	App. X. (Pt. IIa.(8))
medals and prizes to Lieutenants for proficiency in	327a
study of—facilities for	327a (2)

	Art., &c.
<b>Naval Instructor Branch (Officers)</b> . . . . .	168
relative rank with other branches and army officers . . . . .	219
<b>Naval Marriages Act, 1908—</b>	
instructions under . . . . .	716-9
penalties in connection with . . . . .	719
shore establishments and harbour ships—not applicable . . . . .	716 (5)
<b>Naval Ordnance Store Depot—Commander in-Chief's authority over</b>	457
<b>Naval Pensions (Officers)</b> . . . . .	1927-9
<b>Naval Schoolmaster—</b>	
acting—allowance payable in ships not allowed the rating . . . . .	1451
acting temporarily in absence of—allowance . . . . .	1450
allowance to person acting as . . . . .	App. XV. (Pt. III. (4))
duties of . . . . .	389
duty of—pay for doing . . . . .	1432 (4)
messing of . . . . .	852
paying off—disposal on . . . . .	1129
pension for service . . . . .	1939
retention after completing time for pension . . . . .	1939-42
substitute for—pay, &c. . . . .	389 (3)
supervision of . . . . .	656 (1)
<b>Naval Stores—</b>	
accounting for . . . . .	1804 (1)
allowance, and care of . . . . .	1789-94
allowances authorised—where shown and procedure for altering . . . . .	1790
charge and accounts of . . . . .	1803-5, 1808-10
commission for purchase of . . . . .	1859 (1)
defective—survey of . . . . .	1827-8
demands for . . . . .	1800-2
deviations from authorised allowance of . . . . .	1800 (4-6)
expenditure—examination and approval of . . . . .	1808
foreign powers, other departments, merchant ships, &c.—	
supplied to or received from . . . . .	1812-7
illuminations—expenditure for purposes of . . . . .	1798
re-commissioning abroad—required for . . . . .	1801
survey as to quantity . . . . .	1835
survey ashore or afloat as to quality . . . . .	1827-8
survey on board—authority and requisition for . . . . .	1818 (1)
survey—report of . . . . .	1822
surveying officers . . . . .	1819
theft and prosecutions under Public Stores Act, 1875—report . . . . .	1810
vouchers for small charges in connection with . . . . .	1680
<b>Navigating Allowance</b> . . . . .	1407-1407c, App. I.
and command money . . . . .	1407b
passed in pilotage for first class ships . . . . .	323 (13), (14), 1407b (5)
rates of . . . . .	App. I. (Pt. I.)
<b>Navigating Duties—</b>	
non-specialist performing . . . . .	1407c
temporary performance of—allowance . . . . .	1407c (7)
warrant officers, &c., appointed for—allowance . . . . .	1407b (6)
warrant officers who are candidates for—educational test . . . . .	App. X. (Pt. XII.)
<b>Navigating Instruments—</b>	
charge of . . . . .	1082
demands, responsibility, and accounting for . . . . .	1031
<b>Navigating Officer, The—</b>	
abroad—provisional examination in pilotage for first class ship . . . . .	323 (13-15)
additional pay—conditions as to . . . . .	180 (2)
allowance—conditions of payment . . . . .	1407b, App. I.
appointed also for First Lieutenant's duties—allowance . . . . .	1406 (1), 1407b (4)
appointment as—officers liable to . . . . .	180 (2)
books and instruments for . . . . .	1017
cabin for . . . . .	850 (2)
canvas gear and sails—report from boatswain . . . . .	643 (4)
chain cables—preservation of . . . . .	583
command of ship in absence of Captain . . . . .	178



**Navigating Officer, The—continued.**

ART., &amp;c.

compasses, chronometers, charts, and meteorological instruments—duties in regard to	1003-16
definition of the term	page xii, 180 (1)
duties and responsibilities generally	1017-40
duties of ship generally	323 (6)
duties when approaching land or shoals	979
duties when none borne	1040
engine-room register—entries transferred to ship's log	959
extra pay for swinging ships	1472
failure to qualify for first class ships—removal from list	323 (10)
grounding—report of	984
leaving ship or paying off—disposal of hydrographic documents	1027 (4)
log—disposal at end of year	557 (1)
ordinary duties of ship—performance of	180 (3)
periodical course	323 (11)
pilot—relations with	995
pilot unlicensed—precautions regarding	998
pilotage duties	998
precautions when pilot employed	1019
purchases certified by	1785
report on—when superseded or paid off	987
reports on	1851 (6b)
stowage of provisions—responsibility for	1716
superseded or paid off—accounting for instruments	1031
supersession &c.—disposal of log on	1026
training, examinations and qualification of	321, 323
work book and note book—keeping, &c., of	1028

**Navigating Parties—**

allowances to certain ratings employed with	1462
victualling store allowance to Ships' Steward ratings or person doing duty	1462

**Navigation**

978-1040

Admiralty Manual of—to be regarded as standard	979 (3)
alteration of course under Collision Regulations—sound signals on	1041 (28)
books and instruments for	1017
compasses, chronometers and charts	1003-16
dangerous to ship—action by Officer in Command of Fleet	978 (1a)
dangers to—destruction	574 (2)
dangers to—measures for avoidance of	1018
departure from ordinary rules to avoid immediate danger	1041 (27)
duties when no Navigating Officer borne	1040
examination in—for command of torpedo boats, &c.	324 (1), App. X. (Pt. IV. (5))
examinations for officers qualifying in	App. X. (Pt. III.)
fog, mist, rain, or snow—sound signals in	1041 (15)
fog, mist, rain, or snow—speed in	978 (1), 1041 (16)
harbours, rivers, &c.—special rules for	1041 (30)
information affecting—obtaining, forwarding, and quarterly return of	1016
instruments and books for—provision by Lieutenant	622 (1)
junior officers' instruction in—charts for	1013 (4-6)
junior officers—instruction when making passage	979
Lieutenants specialising in—training and courses	326
Midshipmen—instruction of	1029
Midshipmen—training of	App. X. (Pt. I.)
narrow channels—rule as to	1041 (25)
obstruction—report and warning of	574 (2)
officers specialising in—selection, training, &c.	321, 323, App. X. (Pt. III.)
precautions, ordinary—not to be neglected	1041 (29)
record in log	1025 (3)
reports in regard to—diagrams	988a
responsibility of Captain for	30
risk of collision—rules for avoiding	1041 (17-27)
training of junior Lieutenants in	327
uncharted dangers to—action in regard to	978 (2), (3)
warrant officers qualifying and requalifying in	338a

## Index.

## Na—No

	ART. &c.
<b>Aviation Course—</b>	
Lieutenants (N)—prior to examination in pilotage for first class ships	323 (9)
Warrant officers	336a (4), (7)
<b>Aviation Lights—</b>	
cabin lights mistaken for—precautions to avoid	992
continuous burning of	991
neglect to carry	1041 (29)
regulations in regard to	1041 (1-14)
ship's boats—to be shown by	1043
steamboats and torpedo boats—to be carried by	1042
<b>Legislation—</b>	
books lost through—procedure	1753
by contractor, &c., to be reported	15
fitting of ship by dockyard—report by Captain	524 (1)
mess utensils lost through—procedure	1754
officers—power of Admiralty in regard to	725
purchases of stores, &c.—in connection with	1776
ships in other commands—correction by Flag Officer, &c.	519
ships performing evolutions—correction by Flag Officer, &c.	518
stores lost or damaged through—procedure	1809 (2-4)
stores lost through—responsibility for recovery of value	1338
stores or surveys—in connection with	1820-1
valuations stores lost, damaged, &c., through—procedure	1750, 1752
<b>Neutral Port—</b>	
entry in time of war	492
length of stay in—during hostilities	492 (2)
repairs in—during war	492 (1)
supplies from—during war	492 (1), (4)
<b>Neutrality—</b>	
civil dissensions abroad—to be preserved	492
observance by officers	491
<b>New Hebrides—British Resident Commissioner—salutes and visits</b>	69 (III.), (Note)
<b>New Zealand—Governor—salutes and visits</b>	69 (I.)
<b>New Zealand Naval Forces—transfer to—allotments on</b>	1598 (7)
<b>Night Duty—extra issues to men on</b>	1690 (4), (5)
<b>Night Observations—taking by executive officers on watch</b>	980
<b>Night Order Book—provision and use of</b>	557 (3)
<b>Night Sights—charge of and responsibility for</b>	900 (1)
<b>Night Watches—smoking—when allowed</b>	548 (4)
<b>Nine—Resident Commissioner, salutes and visits</b>	69 (III.) (Note)
<b>Noise—</b>	
checking of—responsibility of Lieutenant	617
disorderly—prevention of	815 (6)
<b>Non-Commissioned Officers, R.M.—</b>	
afloat—authority and respect due to	1136
arrest of drunken men—instruction regarding	815 (3)
children—arrangements, in certain circumstances, for education of	2011-3
command of each other and when employed with naval ratings	1135, 1136
detained in the Service—pay	1175 (2)
discipline afloat or ashore	1134
field training	1156 (10)
good conduct badges not worn by	1187 (1)
imprisonment or detention involves reduction	774 (1)
leave or acting—counting of time for pension	1203
leave—general	1148 (3)
pension—classification for	1196
pension for—additional	1198
pension—how service reckons for	1202
privileges to be accorded to	728
promotion—examinations afloat for	1153
promotion or reduction—record of	1182 (1), 1186 (3)

**Non-Commissioned Officers, R.M.—continued.**

promotion—qualification for Royal Marine Gunner (†)	ART., &c. 337 (2)
promotion to commissioned rank	App. X. (Pt. VIb.) 1154b
promotion to warrant rank	1180 (3)
reduction for incompetence	1188 (6), (7)
reduction for misconduct—badges on	776 (2), 1180 (1), (2)
reduction for misconduct—procedure	
Regulating Petty Officer—clothing gratuity on advancement to	1436 (5)
reprimand by Captain	757, 797
ruptured—pensions when	1206 (3-5)
salute by—occasions and description of	147 (4)
stoking—conditions under which employed on	1477 (3)
tactical exercises—maintenance of efficiency in	1156 (6)
travelling expenses and subsistence allowance between ships and headquarters	1506 (7)
uniform, boots, and shoes	1164-7
vacancies abroad for—filling by Captain of ship	1141
widows, children, or other relatives—pensions or gratuities	2014-6

**Non-Continuous Service—**

abroad—men remaining	365 (1a) (2)
band ratings—marked bedding for	1739 (3)
entry for	365 (1)
expiration of engagement abroad—men remaining after	371
leave on paying off	365 (3)
long leave on paying off at home if re-entering for	873 (1)
paying off of men entered for—disposal on	1129
period of engagement for	365
ratings in which allowed or compulsory	App. XV. (Pt. I.) pages 7-8 (Vol. II.)
reckoning of time for	365 (1a), (2)
re-engagement of men	1131
re-entry for, on paying off	368
re-entry of invalided or discharged men	603 (3)
re-entry of men discharged by purchase	364 (3)
transfer to continuous service	

**Non-Military Branches (Officers)—**

acting time—counting of	253
authority and precedence of military branch officers over—in certain circumstances	216-7
boats—salutes to those in	149 (4), (5)
borne “additional”—rank and precedence	190
captured or lost ship—appointment in vacancies	235
command over other branches—extent of	22
commissioned officers—list of	223 (1)
honours and respect to	140
numbers of—determination of, and changes in	258
rank and command	172 (2), 215-7
“service”—definitions and counting of	246-53
service for promotion—how regulated	257
warrant officers—list of	223 (2)

**Non-Military Branches (Ratings)—authority and command of** 218 (6)**Non-Substantive Ratings—**

acting—pay	1431
allowances—commencement and continuance	399 (7)
allowances may be withheld	401 (5), (6)
authorised to be held by various ratings	App. XV. (Pt. III.)
coast-guard—pay after admission	404 (3)
efficiency and diligence not maintained—penalty	401 (5), (6)
inefficiency, misconduct, &c.—cancellation of	401
marine—incompetence or misconduct of	1184
marine—suspension of pay for misconduct	1184 (4)
notation on Service Certificate on discharge	830 (15)
pay, qualifications, &c.	App. XV. (Pt. III.)
Petty Officer (N.S.)—retained on being rated	381
qualification and requalification—misconduct during	401 (3), (4)
training, qualification, &c.	393-403

<b>Nosological Return</b>	Art., &c.
infectious disease—record of	1307
quarterly duplicate to Surgeon Rear-Admiral, &c.	1284
<b>Notices to Mariners</b> —notation of, and insertion in charts, &c.	1259
<b>Nucleus Crew</b> —	1014
paying off for recommission with—stores and fixtures on	1117 (1)
ship recommissioning with—inspection	423 (9)
<b>Numbers and Contents Book (Victualling)</b> —responsibility for and disposal of	1758

## O

<b>O.F.</b> —on service certificate	831 (13)
<b>O.G.</b>	1436 (8)
<b>Oakum</b> —picking in cells—procedure	783 (6)
<b>Oath</b> —	
administration at Court-Martial—manner and forms of	683-4
Court of Inquiry cannot examine on	703 (3)
<b>Obedience</b> —Captain to show example of	720
<b>Obscene Language</b> —checking of—responsibility of Lieutenant	617
<b>Observations</b> —	
meteorological—record of	1008
Midshipman's—certificate of completion	270 (1)
Midshipman's—Naval Instructor to superintend	662 (1)
Midshipmen—taking by	App. X. (Pt. I. (22))
night by executive officers on watch	980
notation by Navigating Officer	1028
record in log	1025 (3)
under way—daily	1004 (4)
<b>Observers</b> —allowances to	1407g
<b>Offences</b> —	
aggravated—proviso as to maximum summary punishment	757 (I.)
Air Force officers and men embarked—arrest of	1213 (2), (3)
Air Force men embarked—list of those to be dealt with on disembarkation	1213 (12)
army officers and troops embarked—arrest of	1213 (2)
ashore—penalties upon conviction by civil power	812 (3-6)
ashore—punishment of	792 (2)
Customs laws and regulations—in connection with	1384, 1384a
daily record	827
daily record—correctness of	1352
daily record—description of leave-breaking offences in	792 (5)
daily record—keeping of	821 (3)
daily record—notation of charges for losses or damage	1373 (3)
daily record—notation of reason for delay in reading warrant	754 (1)
daily record—notation when authorised maximum punishment exceeded	757 (I.)
daily record—notations in regard to deserters or absentees	808 (4)
daily record—punishments to be entered in	752 (3), 753 (2)
entry on conduct sheet	826
index of and normal summary punishment for	757 (I.)
investigation by Captain—when undesirable	663a (iii), (iv)
investigation may be postponed in certain cases	754 (2)
investigation of	754
investigation of serious—procedure	754 (6), (7)
investigation when disrating involved	776 (3)
ledger—notation in	1563 (3)
likely to be tried by Court-Martial—investigation	663a (iii), (iv)
logging of officer's	724
marines—investigation of	1181
marines on guard or in ranks—punishment for	757, 798
marines—record of	1182 (1)
maximum summary punishments for various	757

**Offences—continued.**

	Art., &c.
medals—punishment for selling or making away with	1560 (3)
military detention barracks—committed by naval ratings in	730
notation on conduct sheet	828 (1), (2)
passage—committed by officers and men discharged and invalids on	739
passengers—procedure when committed by	739
pension—form showing effects upon	1940
prevention of	815 (2)
quarterly return—abstracting of	827 (2)
repeated—method of dealing with	754 (4)
reported to Officer of the Watch	815 (7)
soldiers embarked in H.M. Ships—how dealt with	App. XX.
soldiers embarked—list of those to be dealt with on disembarka- tion	1213 (12)
transports or freightships—how to be dealt with when occurring in	1223 (4)

**Offenders—**

arrest and safe custody of	722
arrest and trial by civil power—procedure	811-3
arrest on shore under Naval Discipline Act—warrant for	608
brought before officer—removal of hat or cap	148 (3)
charge of	816 (3)
charges against wages to be considered when dealing with	754 (4)
Court of Inquiry—caution when about to make a statement	703 (9)
Court of Inquiry—presence at and as to assistance	703 (7), (8)
Court of Inquiry—questions by or statement to	703 (4), (9)
Court-Martial—production of before	700a (vii)
discharge from prison or detention establishment before expira- tion of sentence	731
discharge from prison or detention establishment under section 78 N.D.A.	700a (vi)
drunken men—instructions as to arrest by patrol	815 (3)
excited or drunken—altercations to be avoided	754 (5)
in arrest—not taken out of ship or hospital on civil process	813 (2-4)
in military detention barrack—procedure	730, 754 (2)
invalided or discharged while waiting trial—adjustment of pay	1362 (3)
list to Executive Officer	816 (2)
naval custody—rules as to those in	732-3
noisy or violent—confinement	756 (d)
passage—rules while on	732-3
pay—limitations on forfeiture or stoppage of	756 (e)
release in case of fire	816 (5)
sick—alternative procedure for dealing with	754 (2), (3)
survey and disposal if unfit	722 (3-6)
victualling of—while waiting disposal or on passage	1682 (2 (g))
waiting disposal—sent to hospital while	722 (3)
waiting trial—how borne	1362 (1)
warning at investigation in certain cases	754 (6)

**Officer of Quarters—**

firing circuits—responsibility for	892 (8)
gun mountings and torpedo tubes and fittings—examination of	892

**Officer of the Court—appointment of—at Court-Martial**

672 (5)

**Officer of the Day—**

punishment awarded by	796
summary punishments—delegated authority to award and record of	752 (1), 753 (1), (2)

**Officer of the Guard—**

duties of	1
magazine open—information as to	820 (2)

**Officer of the Watch—**

accusations to be brought before	754 (2)
army officers and troops embarked—command of	1212
commands all officers of non-military branches	216
Customs Officers arriving on board—duty in regard to	1835 (3), (4)
duties and responsibilities	619
duties in harbour	619 (17)

**Officer of the Watch—continued.**

	Art., &c.
inspection of men returned from leave . . . . .	818 (4)
log—initialling of entries in . . . . .	1025 (1)
marine officers, non-commissioned officers and men—command over . . . . .	1135 (1)
offences reported to . . . . .	815 (7)
paying off—duties during . . . . .	1124
ports and scuttles—report by Shipwright Officer . . . . .	644 (4)
punishment awarded by . . . . .	796
Regulating Branch—responsible for . . . . .	814
relief—information to . . . . .	619 (19)
reports from engine room . . . . .	978 (1)
signal books, cyphers and codes—muster . . . . .	560 (2)
stores found—disposal of . . . . .	1811
subordination of other officers, &c., to . . . . .	174
summary punishments—delegated authority to award, and record of . . . . .	752 (1), 753 (1), (2)
taking charge—precautions before . . . . .	619 (2)
training of junior warrant officers as . . . . .	335a
water—report by Carpenter of state of . . . . .	644 (3)

**Officers (Generally)—**

absent from ship on special active service . . . . .	1571
absent without leave—penalty . . . . .	1360a
absent without leave—allotment . . . . .	1625 (6)
absent on receipt of orders to sail, &c.—report . . . . .	596
acquaintance with King's Regulations . . . . .	1
acting as Lieutenant—instructions for . . . . .	623
acting—how time counts . . . . .	244, 253
acting in higher posts—salutes and honours . . . . .	72 (1)
"additional"—rank and command of . . . . .	189-90
addresses—report or notation of . . . . .	412
allowances—general regulations as to . . . . .	1365-72
appointed by warrant . . . . .	223 (2)
appointment by Commander-in-Chief or his successor, when both present . . . . .	230
appointment by verbal or written order . . . . .	228 (1)
appointment from half-pay—authority required . . . . .	235
appointment of—general regulations . . . . .	223, 236
appointment, promotion, &c., by Admiralty order . . . . .	223 (3)
appointment, promotion, &c., by commission . . . . .	223 (1)
arrest by civil power—report of . . . . .	812 (1)
assemblages of—rule as to precedence at . . . . .	181
assisting civil power at home—responsibility for . . . . .	479
assuming command of detached ship—procedure . . . . .	232-3
attendance on board . . . . .	3
attendants—employment of Marines as . . . . .	1179
baggage conveyed at public expense . . . . .	App. IX.
bankruptcy—report to Admiralty . . . . .	16a
branches into which divided . . . . .	168
capture or loss of ship—appointment to vacancies on certificates . . . . .	235
charge of machinery and stores—general instructions . . . . .	824
charge of ordnance stores abroad—regulations for training for children of—arrangements in certain circumstances for education of . . . . .	414
children of—compassionate allowance to . . . . .	App. XIII.
civil employment—conditions as to . . . . .	2009-10
closing accounts on paying off—where borne . . . . .	1998-2005
closing accounts—orders for bearing on ship's books . . . . .	App. XIV.
committee allowances to . . . . .	1129
communication between Governors and foreign ships of war—not to be medium of . . . . .	522
conduct in battle—observation and report of . . . . .	1492-3
Court-Martial—order in which to sit . . . . .	483
death of—reports on . . . . .	520
deserted—reward for arrest not payable . . . . .	670
discharge—instructions to Captain . . . . .	575 (4-7)
discharge or transfer—applications for . . . . .	807 (2)
	595-604
	595

Officers (Generally)—continued.

ART., &c.

discharged for misconduct—as to bearing on ship's books in certain cases	229 (1)
discharge from ship—report of address	412 (1), (2), (4)
dismissed ship or invalided—re-appointment by Commander-in-Chief	235
disposable at depôts—leave	363
disposable at home ports—use of	508
Divine Service—attendance at	709 (a)
drowned—procedure when body not recovered	575 (8)
employment under colonial or foreign government—conditions as to	App. XIV.
entered or discharged—record in log	1025 (3)
examinations—general directions	343-50
extravagance, irregularities, &c., in connection with mess	578 (2)
Foreign Enlistment Act—knowledge of	496
foreign languages—examination in, and prizes and medals for	345, App. X. (Pt. IIb.)
foreigners—dealings with	432
funeral honours	152
general instructions to	406-18
good service pensions	1922-6
half-pay—honours and marks of respect to	136
half pay—rates of	App. II.
honours and respect from troops	140
illness on leave—report of, medical treatment, &c.	1331q
illness serious—report to Admiralty	575
illness when not serving—report	413
instruction of—Captain's responsibilities	561-3
interned—allotments of	1635 (d) and (h)
invalided—as to bearing on ship's books in certain cases	229 (1)
invalided home—report when	1231
joining ship—particulars in ledger	1567
killed, drowned, &c.—pension to mother or sisters	2006-8
killed in action—awards to widows and children	1996-7
lending of—to civil establishments abroad without superintendent, and medical establishments without principal medical officers	459 (5), (6)
lent—rank and command when	186
lights—time to be extinguished	540 (5)
logging of	724
losses of clothing, &c.—compensation for	App. VIII.
marriage in Scotland—recognition of	413 (2)
marriage—notification of	413
marriage preliminaries on board ship—instructions regarding	716-19
marriage with alien—notification	413
marriage with alien—report to Admiralty	413, 715a
meaning of the term	page xi (Vol. I.)
medical surveys and reports on	1231-2
messing—allowance for	1682 (2 (a))
military branch—authority and precedence over non-military branches in certain circumstances	216-7
military branch—borne for special service	183
military branch—order of rank and command	169-72, 207-14
misconduct—effect upon widow's pension	1978 (2)
misconduct or neglect—powers of Admiralty for dealing with	725
misconduct—powers of Admiralty for dealing with	App. XI.
mothers and sisters—awards to	2006-8
naval, Greenwich Hospital and Travers pensions for	1927-9
Naval Instructor's duty—allowance for	1413 (2)
neglect of—noting in inspection report	424 (15)
non-military branch—authority and precedence of military branch officers over—in certain circumstances	216
non-military branches, extent of command	22
non-military branches—order of rank and command	172, 216-7
numbers in the various branches	253
observers—allowances to	1407g
on passage—rank and command if doing duty	187
on passage—where shown in ledger	1562 (13)
on shore—salute to	147

**Officers (Generally)—continued.**

	Art., &c.
particulars of—to be given in correspondence	1866 (q)
passing in a boat—salute to	146 (3)
passing others in boats—marks of respect	149
pay, allowances and deductions	1391-1423, App. I.
pay and allowances	App. I.
pay—general regulations as to	1346-64
paying off—disposal on	1129
performing special duties, to have facilities	36
physical requirements for entry	1313 (1)
placed at bottom of the list by Court-Martial	699a (iii)
plain clothes—wearing on leave	155 (4)
port duties—exempt from	509
precedence when in command in the Colonies	222
promoted—rank and command on being	175
promotion by Captain's order	223 (3)
promotion—half-yearly recommendations for	515
promotion on retirement—commissions not issued for	223 (4)
promotion on retirement—confers no right of command	191 (2)
promotion—qualifications and examinations for	257-316
quartering—arrangements on commissioning	526
quitting ship—as to permission	3
R.N.R. and R.N.V.R.—certificates	824 (5)
rank and command—order of generally	172
rank and command, when ship wrecked, &c., or captured	177
relative rank with army officers	219
reports on	1851
reports—when to be marked "confidential"	411
resignation—applications for	256
retained after paying off—regulation of	450
retired and reserved lists—wearing of uniform	156
retired and emergency lists—increase of pay	1351
retired—honours and marks of respect to	136
retired, pensioned, &c., called out—pay, &c., and command	191
returning from abroad—reporting in person at Admiralty	1496 (2)
salute—personal	144
salute, personal—between officers	145
salute, personal—when to be made	146 (2)
salute when holding more than one office	84
salutes by foreign ships—return of	92 (3)
salutes in India	61 (2)
salutes—lowest rank entitled to	75
salutes—particulars of	69
senior—conduct towards junior	408
senior delaying junior—procedure	408
seniority—deprivation by Court-Martial	699a (iv)
"service"—definition and counting of	237-56
service under colonial government—how counted	242 (1)
serving ashore with land forces—rank and precedence	220
serving under colonial government—bearing on ship's books	242 (2)
ship wrecked, &c.—preservation of lives and disposal of	616
shore appointments—maximum period allowed	243 (1)
shore appointments—reports	1851 (6c)
signing of documents—general instructions	35
sleeping out of ship—address for correspondence	862 (2)
smoking on shore—directions	548 (8)
smoking under 18 forbidden	548 (9)
special service—instructions to officers on	406
specialising in engineering—duties on which to be employed	975a
specialising—Naval Instructor to assist	662 (2)
specialising—selection, training, examinations, &c.	321, 322, 323, 326, App. X. (Pt. II D)
store allowances	App. VII.
time attending courses—counting of	241 (3), 321 (5)
titles—note as to revision of	page 9 (Vol. II.)
training and examinations generally	317-50, App. X.
transport service—appointment for	1223 (3)
transport services—rank and pay	App. VI.
unfit or unworthy of further employment—powers in regard to	App. XI.
uniform—wearing when not on full pay	156



<b>Officers (Generally)—continued.</b>	<b>ART., &amp;c.</b>
vacancies abroad caused by war	235
vacancies for—filling of	430
vacancies in complement—filling of	231 (1)
vacancies in shore establishments—Commander-in-Chief may lend in	453
waiting disposal—list of those to be borne on ship's books	229 (1),
ward room—composition of	337 (2)
widows—pensions to	1977-81
wounds or injuries—gratuities for	1910-4
wounds or injuries—pensions for	1897-909
<b>Officers (Royal Marines)—</b>	
advances on appointment to a ship	1607 (9)
afloat—authority and respect due to	1136
appointment under new scheme	322
baggage conveyed at public expense—scale	App. IX. (Pt. I.)
beards and moustaches	1149
brevet ranks—rank and precedence of	1135 (6), (8)
cabins—claim to	850 (5)
children—arrangements, in certain circumstances, for education of	2009-10
children—compassionate allowances to	1998-2005
command money	1402
command of each other and when employed with naval officers	1135
course of training for direct entry officers	App. X. (Pt. VIA., Sec. I.)
courses, training and examinations generally	317-29
direct entry	1154a (3)
discipline afloat or ashore	1134
drills and exercises—attendance at	1155
embarked—discipline, &c.	23
embarked—quarterly returns to headquarters	1147
embarked—relative rank	219
entertaining allowance—Colonels Commandant	1402a
entry	1154a
examination in tactical fitness for command—arrangements for	1157 (5)
examinations—preparation for	1158
field training	1156 (10)
foreign languages—study abroad	340
good service pensions	1922, 1925
gunnery and torpedo—short courses for officers R.M.A.	321 (9)
gunnery course	320
half pay—rates of	App. II. (Pt. II.)
honours and marks of respect to	138
killed in action—awards to widows and children	1906-7
leave—general	1148
Naval and Greenwich Hospital pensions	1927-9
pay afloat—commencement of	1347
pay, allotments, remittances, &c., afloat	1145
pay and allowances	App. I. (Pt. II.)
paying off—disposal on	1129
Probationary Lieutenants transferred from Sub-Lieutenant, R.N.	App. X. (Pt. VI. A. (Sec. II.))
promoted officers and men—pay of	1393
promotion to commissioned rank—commissioned officers from	1154d, 1154e, App. X. (Pt. VIb.)
warrant rank, &c.	1157
promotion—examinations for	1135 (7)
relative rank with Army	pages 7-8 (Vol. II.)
service—how calculated	1396
sick leave	1176-7
special duties—employed on	1407e
specialist allowances	1407f
specialist duties performed by non-specialists	1156 (6)
subalterns—maintenance of efficiency in tactical exercises	843 (1), (5), (6)
subalterns—messing allowance	1229 (2)
survey on—from headquarters	319
torpedo course for	
travelling expenses and subsistence allowance between ships and headquarters	1506 (7)
uniform—wearing of full dress	155 (7)

<b>Officers (Royal Marines)—continued.</b>	Art., &c.
widows—pensions to . . . . .	1977-85
wireless telegraphy—allowances in connection with . . . . .	1176-7
wounds or injuries—pensions and gratuities for . . . . .	1898 (2), 1899
<b>Officers' Pay Book . . . . .</b>	1603-5
private allowance of Midshipmen and Assistant Clerks—record of payment . . . . .	1422 (2)
<b>Officers' Servant—allowance for . . . . .</b>	App. XV. (Pt. III. (7))
<b>Officers' Steward or Cook—</b>	
age for rating . . . . .	359
awaiting re-employment—procedure . . . . .	358 (17)
beards and moustaches—wearing of . . . . .	553 (1)
character—record at age of 20 . . . . .	829 (5)
clothing gratuities . . . . .	1436 (7), (11)
clothing—gratuitous issues on transfer to certain ratings . . . . .	1738 (4)
clothing—gratuity on first entry, &c. . . . .	1738 (2a)
cooks—allowance for instructional duties . . . . .	App. XV. (Pt. III. (62B.))
discharge abroad for incompetence, &c.—as to pay . . . . .	1358
discharge at own request—plain clothes gratuity . . . . .	1444a
discharge—report to dépôt . . . . .	358 (7)
discharged to shore—conduct sheet . . . . .	826 (4)
disposable—bearing as . . . . .	358 (9-15)
dress gratuities to stewards in certain naval establishments at home . . . . .	1439-40
dress gratuity . . . . .	358 (18)
employed and paid by officer in receipt of allowance in lieu of servants . . . . .	358 (19), 829 (3), 1943 (11)
entry from shore . . . . .	358 (4), (5), 359
entry, training and general regulations . . . . .	357-9
Flag Officer's or Commodore's—entry for pay . . . . .	1424 (3)
good conduct badges—time does not count for . . . . .	741
leave on discharge . . . . .	358 (8)
misconduct—as to discharge for . . . . .	358 (3)
nomination for entry—conditions . . . . .	357, 358 (4)
paying off—disposal on . . . . .	1129
pension for service—employment by officer with allowance in lieu of servants counting for . . . . .	1943 (11)
pensions for service—special qualification for . . . . .	1934 (4)
physical exercise of . . . . .	908 (3), (4)
promotion of . . . . .	381-2
rating up and drafting of Boy Servants . . . . .	358 (2)
re-engagement on Africa, E. Indies and China Stations . . . . .	365 (1a)
register—information in . . . . .	358 (6)
retention beyond the age of 50 . . . . .	1946 (5)
roster of . . . . .	358 (4)
senior officer's cook—allowance for instructional duties . . . . .	App. XV. (Pt. III. (62A.))
ship duties—exemption from . . . . .	612 (3)
stationing at general quarters and fire drill . . . . .	612 (3)
stewards—instructional allowance . . . . .	App. XV. (Pt. III. (62c.))
transfer list—particulars to be noted on . . . . .	358 (16)
transfers—report of . . . . .	391 (7)
tropical allowance—when payable . . . . .	1476
virtualling arrangements and allowance . . . . .	1682 (2 (c))
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Official Number—</b>	
assignment, &c., of . . . . .	1593 (2-6)
assignment on entry for continuous service . . . . .	364
assignment on entry for non-continuous service . . . . .	366
ledger—notation in . . . . .	1568 (1)
<b>Oil—</b>	
completing with—orders by Captain of the Fleet . . . . .	522
expenditure—attendance to . . . . .	976 (2)
lighting purposes—supply for . . . . .	972
lubricating—information as to . . . . .	1772 (c)
mineral—use for lamps without approval forbidden . . . . .	540 (7)

<b>Oil—continued.</b>	<b>Art., &amp;c.</b>
sources of supply abroad—book of . . . . .	932
sources of supply at home ports—book showing . . . . .	927
stowage of . . . . .	540 (18)
<b>Oil Fuel</b> . . . . .	926-935 (c)
discharge—rapidity of . . . . .	934b
discharge from H.M. Ships—testing for water . . . . .	935a
engine-room ratings qualified in—notation . . . . .	831 (13)
examination before delivery from tank vessel . . . . .	933b
fire precautions . . . . .	933c, 935b
installations, &c.—precautions to ensure secrecy . . . . .	538 (3)
paying off for refit—removal from ship on . . . . .	1117 (2 (g))
purchase locally . . . . .	932
pumping overboard in harbour—prohibition . . . . .	935c
quality defective or inferior—report and notation . . . . .	929
quantity and quality—checking . . . . .	927
receipts from tank vessel . . . . .	933b
samples for analysis—tank vessels from overseas . . . . .	933b (4)
specification of . . . . .	933c
storage accommodation at yards and depôts—return of . . . . .	932a
supplied from colliers—receipt for accounting and distribution of . . . . .	931
supplied—particulars of description to Captain . . . . .	927 (2)
supply from lighters—checking of quantity . . . . .	934c
water in holds of oilers—testing for . . . . .	934
<b>Oil Fuel Tanks—</b>	
discharging . . . . .	935a
quadrennial survey of in submarine vessels . . . . .	1075 (14)
shore—supplies from . . . . .	935
<b>Oilers and Oil Tank Vessels—</b>	
berthing alongside H.M. ships—precautions . . . . .	934a
demurrage on . . . . .	930
fleet attendance—rapidity of discharge of oil fuel . . . . .	934b
gear—requisition for use of, losses, &c. . . . .	928 (3)
movements and operations—responsibility for . . . . .	934b (2)
oil fuel—receipts . . . . .	933b
oversea—rapidity of discharge of oil fuel . . . . .	934b
overseas—testing of oil fuel for water . . . . .	934
<b>Oiling Gear—</b>	
inspection after fuelling . . . . .	928 (4)
inspection, care, losses, &c. . . . .	928
requisition upon collier for . . . . .	928 (3)
<b>Operating Room Assistant—allowance for employment as</b>	<b>App. XV. (Pt. III. (76))</b>
<b>Oppression—appeals and representations in regard to</b> . . . . .	<b>8</b>
<b>Optical Instruments—Lieutenant's—inspection of</b> . . . . .	<b>662 (1)</b>
<b>Order—</b>	
preservation by petty officers . . . . .	728 (6)
preservation of—responsibility of Lieutenant . . . . .	617
<b>Order of Appointment—</b>	
appointment of officers by Admiralty or Captains . . . . .	223 (3)
appointment of officers by verbal or written . . . . .	228 (1)
<b>Orders and Decorations</b> . . . . .	157-67
bar for . . . . .	167 (11), (13-14)
foreign—acceptance and wearing of . . . . .	162-3, 165
miniature—wearing of . . . . .	167 (3-4), (9), (12-16)
order in which worn . . . . .	167 (9) (14)
plain clothes—wearing with . . . . .	167 (15-16)
ribbons—description and instructions for wearing . . . . .	167 (12-13)
wearing—manner of . . . . .	167
<b>Orders from Superiors—</b>	
Admiralty—acknowledgment on receipt from . . . . .	1863, 1865 (2)
affecting ship's company procedure on receipt . . . . .	1
Captain of the Fleet's—obedience of . . . . .	521-2
contradictory, procedure in case of . . . . .	7

<b>Orders from Superiors—continued.</b>	ART., &c.
criticism of, to be avoided . . . . .	10
generally applicable—obedience to . . . . .	720
interfered with by senior officer—procedure . . . . .	408
obedience and attendance to—by ships . . . . .	516
obedience to—Sub-Lieutenant to enforce . . . . .	624 (4)
observance and enforcement of . . . . .	1
production of—on meeting a senior officer . . . . .	407
secret—procedure on meeting senior officer . . . . .	407-8
secret—production not to be required by senior officer . . . . .	408
superior officer's, obedience to . . . . .	5
unexecuted—Commander-in-Chief, &c., to hand to successor . . . . .	454
unexecuted—disposal on supersession of Captain . . . . .	1859
<b>Orders in Council—issue of . . . . .</b>	1861 (2)
<b>Ordinary Seamen—</b>	
ability—assessment of . . . . .	831 (11)
educational certificate . . . . .	375a (4)
instruction of . . . . .	375a (4), (4a)
training afloat . . . . .	375
wages, prize shares, qualifications, allowances, &c. . . . .	App. XV.
<b>Ordinary Signalman—</b>	
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Ordnance—</b>	
accidents, failures, and defects—report of . . . . .	895
ship's—proportion and description . . . . .	32 (2)
<b>Ordnance Artificer—</b>	
disrating for misconduct . . . . .	776 (3)
maintenance of gun armament—supervision by Warrant	
Ordnance Officer . . . . .	648a (3)
messing arrangements . . . . .	852 (5)
pistols—superintendence of removal from racks . . . . .	631
restoration in class after disrating . . . . .	777a
waiting disposal—where borne . . . . .	229 (2)
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Ordnance Artificer, 4th Class—clothing gratuities . . . . .</b>	1436 (3)
<b>Ordnance Artificers—</b>	
disposal of ratings on paying off . . . . .	1129
hammock men—employment of . . . . .	852 (7)
kit upkeep allowance . . . . .	1440a
rifles—repair, &c. . . . .	900 (3a)
service certificates—notations on . . . . .	831 (13)
<b>Ordnance Lieutenant—disposal on paying off . . . . .</b>	1129
<b>Ordnance Staff—gun mountings and torpedo tubes—repair of . . . . .</b>	892
<b>Ordnance Stores—</b>	
accidents, failures, and defects—report of . . . . .	895
allowance and care of . . . . .	1789-94
allowances of—where shown and procedure for altering . . . . .	1790
alterations in . . . . .	1796
charge and accounts of . . . . .	1803-5, 1808-10
combustible—alterations in labels . . . . .	414
condition and expenditure—responsibility for . . . . .	626
damaged when returned to store—procedure . . . . .	1120
defective—exchange of . . . . .	890
defective—survey of . . . . .	1827-8
demands for . . . . .	1800-1
deviation from authorised allowance of . . . . .	1800 (4-6)
expenditure—examination and approval of . . . . .	1808
expenditure for purposes of illuminations . . . . .	1798
fired cartridge cases, &c.—allowance for collection and return	
into store . . . . .	1371
labels on—authority for alteration of . . . . .	414
loss overboard of shells, &c., liable to explode—report of . . . . .	568 (2a)
packages of—verification when received . . . . .	637
paying off—how dealt with on . . . . .	1117
receipt—examination on . . . . .	890

**Ordnance Stores—continued.**

	<b>Art., &amp;c.</b>
receipt or landing of—notice of readiness for	1082
re-commissioning abroad—completion of establishment on	1801
repair of defects by ship's staff	568 (2)
ship returning home retains	435 (2)
smoking regulations—obedience to	548 (10)
survey as to quantity	1835
survey ashore as to quality	1827-8
survey on board—authority and requisition for	1818 (1)
survey—report of	1822
surveying officers	1819
theft and prosecutions under Public Stores Act, 1875—report	1810
training of officers for charge of, abroad	App. XIII.
vouchers for small charges in connection with	1680
warrant for and receipt of	625

**Ordnance Work**—seamen and marines engaged upon—employment on other duties . . . . . 888

**Oriental Languages—**

allowances to interpreters in	1367 (3)
interpreter—qualification, gratuities and allowances	346
interpreter—requalification	347 (2)
officers qualified—procedure when ship ordered home	347 (1)

**Orphanages**—admission at expense of Greenwich Hospital . . . . . 2012, 2013

**Orphans**—entry under age of 17 years—consent . . . . . 353

**Outfit Gratuity—**

acting temporarily as warrant officers—to petty officers	1420 (2-5)
assistant constructors afloat	1419
chief petty officers—on advancement to	1436 (8)
chief petty officers and petty officers	1436 (8-10)
Lieutenants, on promotion from warrant, &c., rank	1420 (1), (5)
Master-at-Arms	1436 (11)
Mates and Mates (E.)	1419a
record of	1562 (2)

**Overseers**—reports on . . . . . 1851 (6c)

**P**

"P."—on service certificate . . . . . 830 (10)

**P.M.O.** . . . . . page xii (Vol. I.)

**P.N.** . . . . . 336

**Pacific Islanders Protection Acts**—term "prize money" includes awards under . . . . . 1877

**Packages—**

Admiralty—method of addressing to	1865 (1)
carried in H.M. Ship—return rendered on arrival home	1887a
charge and preservation of, and accounting for	1729
conveyance in H.M. Ships	1887, 1887a
landing on arrival home	1887 (4)
marking of	1711
packing for return to victualling yard	1748
purchased with articles	1775

**Paint—**

application to plating	1071
demand for	1071(a)
lead—precautions in double bottoms, &c.	1084(3)

**Painter—**

advancement to chief	381-2
wages, prize shares, qualifications, &c.	App. XV. (Pt. I.)

**Painting—**

colour on outside	1054
confined spaces—extra pay for	1475, 1491 (9)
of ships commissioning after survey	1075 (11)

**Paper**—latrine—demand and accounting for . . . . . 1728

<b>Paraffin—</b>	Art., &c.
stowage and issue—special precautions . . . . .	540 (9a-10)
<b>Paravane—</b>	
arrangements in connection with—precautions to ensure secrecy	538 (3)
equipment—charge of . . . . .	531a
failures—report of . . . . .	895 (5)
loss—rewards for recovery . . . . .	898a
<b>Parcels—</b>	
conveyance in H.M. Ships . . . . .	1887, 1887a
landing on arrival home . . . . .	1887 (4), 1888
postage to be paid upon . . . . .	1874 (5)
private—posted from H.M. ships . . . . .	1888 (11)
<b>Parcels Book</b> . . . . .	1887 (3)
<b>Parents—</b>	
consent for entry of boy under 17 years . . . . .	353
gratuities in certain circumstances . . . . .	2015
<b>Passage (General)—</b>	
Air Force officers and men embarked for—discipline . . . . .	1212-3
allotments by officers and men in merchant ships, &c. . . . .	1618 (1)
army officers and troops embarked for—discipline, messing, &c. . . . .	1212-22
arrangements for—in merchant ships . . . . .	1520
arrival at destination in merchant ship, &c.—report of . . . . .	1530
borne for—accounts and notations in ledger, &c. . . . .	1569
claims by shipowners for—certificate to facilitate settlement . . . . .	1529 (2)
class of accommodation to be ordered in merchant ships . . . . .	1521
colonial, diplomatic and military officials in H.M. Ships—flags hoisted on . . . . .	115 (b), 116
contract steamers have no monopoly in . . . . .	1520
death of invalids on—report on . . . . .	1300
distressed British subjects . . . . .	474 (1), (2)
foreign refugees . . . . .	488 (3)
in merchant ship, &c.—authority to order . . . . .	1518 (1)
in merchant ship, &c.—bearing on ship's books during passage . . . . .	1518 (2)
in merchant ship, &c.—for officers or men . . . . .	1518-34
in merchant ship, &c.—pay ticket . . . . .	1599-1600
in merchant ship, &c.—when to be ordered . . . . .	1518 (3)
invalids, &c., from abroad—arrangements for . . . . .	442
invalids borne for—list of . . . . .	1307 (2)
invalids on—medical statement to accompany . . . . .	1299
lunatics or diseased persons—in merchant vessel, &c. . . . .	1518 (4)
military convicts and prisoners—custody of . . . . .	1213 (13), (14)
military invalids on—charge of . . . . .	1301
offences committed on—how dealt with . . . . .	739
offenders on—victualling of . . . . .	1682 (g)
payment in advancement for . . . . .	1522
prisoners from merchant ships . . . . .	475
refugees from foreign ports . . . . .	488
report when ordered . . . . .	1519
return of persons on . . . . .	1594 (4)
shore establishments—of officers and men serving in . . . . .	1495
soldiers embarked for—report of . . . . .	1220
soldiers sick or invalided—charge of . . . . .	1218
speed of . . . . .	915 (6), (7)
superintendents, store officers, &c.—authority to order . . . . .	1539
waiting—as to pay and victualling of misconducted officers and others . . . . .	1606
women—permission required and report . . . . .	737
<b>Passage (Officers)—</b>	
advances for . . . . .	1527-8
allowance as observer during . . . . .	1407g (2)
arrival home by own route—reports on . . . . .	1531
certificate—officers from abroad in contract packets, &c. . . . .	1600 (3)
command money payable in certain circumstances during . . . . .	1402 (3)
discharge abroad—pay, bearing on ship's books, &c. . . . .	1357-59
First (or Senior) Lieutenant on—as to payment of allowance . . . . .	1406 (3), (6)
foreign steamer—when taken in . . . . .	1518 (5)
free—when entitled to . . . . .	1523

<b>Passage (Officers)—continued.</b>	<b>Art., &amp;c.</b>
free—when not allowed	1525
in contract ship—certificate	823 (4)
Interpreter in Chinese or Japanese—refund of expenses in certain cases	340 (9)
ledger—where shown in	1562 (13)
merchant ship—certificate to be produced by officer coming home in	1599 (2)
messing contribution on account of family	1535-6
messing while on	839 (2)
navigating allowance	1407b (3)
ordered homeward—rendering of Form S. 1119	1534
otherwise than in H.M. Ships—pay	1612 (2)
own arrangements for—advances and settlements	1527
payments in contract packets or merchant ships	1529
rank and command if doing duty on	187
servants—number allowed free	1524 (1)
servants—when not allowed free	1524 (2)
transports—payments by indulgence passengers in	1532
wives, children, and servants—when appointed in shore and other specified appointments abroad	1526
<b>Passage (Men)—</b>	
charge of party on	1533 (5-8)
dealt with by Captain of the Fleet	522
dismissed abroad—arrangements	753 (8)
freight—arrangements generally, and for charge of party on	1533 (3-6)
invalids and time-expired men abroad—arrangements for	1533
offenders sentenced to imprisonment or detention—custody	732 (2)
penal servitude, imprisonment, or detention—persons on passage while undergoing	732-3
time-expired men abroad	369 (2-6)
when not allowed free passage	1525a
<b>Passages—</b>	
inspection by Engineer Officer and Shipwright Officer	644 (6)
responsibility for keeping clear	644 (6)
<b>Passengers—</b>	
authority to carry at public expense	1538-9
baggage conveyed at public expense—scale	App. IX.
dutiable goods—declaration of	1885 (c)
joining inferior or superior mess	1553
list to Admiralty	1537
messes to be received in	1541 (1)
naval officers as—messing of	1544
offences committed by—how dealt with	739
quarterly return—inclusion of women in	737 (3)
record in log	1025 (3)
superintendents and store officers and their families	1539
<b>Passengers—Allowances for Entertainment</b>	1540-2
advance by Accountant Officer	1557
colonial officials	1541-7
joining inferior or superior table	1553
master or mate of wrecked merchant ship	1556
messenger—King's or official	1555
payment by passengers	1554
period for which payable	1551
proportion paid when not embarked, when re-landed or transferred, or disembarked on duty	1558
Royal personages, consuls, &c.	1540 (2)
scales may be departed from	1546
servants provided for in scale	1552
<b>Passing Certificate (Officers)—date of</b>	849 (4)
<b>Patents</b>	
action usually taken by Admiralty	415-6
agreement necessary	415 (8)
application for	415 (8)
British—regulations for obtaining	415
Colonial	415 (3-6)
	415 (7)

**Patents—continued.**

	ART.. &c.
confidential treatment by Commanding Officer . . . . .	415 (3)
contributed to by officers . . . . .	416
control by Admiralty or War Office . . . . .	415 (8)
foreign—how obtained . . . . .	415 (7)
improvements suggested by officers . . . . .	416
provisional protection . . . . .	415 (4)
remuneration—applications for . . . . .	415 (9)
secret . . . . .	415 (5)

**Patrols—**

composition of . . . . .	815 (3)
reports of—dealt with by Captain of the Fleet . . . . .	522

**Pay (Generally)**

1346-64, App. I., App. XV.

absence from ship on duty, sick, or in hospital—arrangements during . . . . .	1609 (6-8)
acting appointments in another ship . . . . .	1347 (1)
adjustments—use of postal orders in connection with . . . . .	1640 (29)
advance of, after passage home . . . . .	1569 (2)
advances in hospital—record of . . . . .	1600 (1)
allotments of . . . . .	1618-27
arrears—claims for . . . . .	620 (7)
assignment, sale, contract, &c., is void . . . . .	1363
balance—procedure on transfer to another ship . . . . .	1612 (1)
books and returns connected with . . . . .	1561
charges against—record of . . . . .	1562 (2)
classification of ships in respect of . . . . .	32 (1)
deductions and forfeitures—responsibility for . . . . .	1602 (2)
deductions for losses, damage, &c. . . . .	1373
deductions for subscriptions . . . . .	1374
deserters—balance of . . . . .	847 (3)
desertion—forfeiture by or restoration after . . . . .	1361 (1), (2)
detention or imprisonment—cessation during . . . . .	1360
increased—subsequent credit on ledger . . . . .	1576
injuries or insanity due to service—during treatment of . . . . .	1353
invaliding at home—date of cessation in case of . . . . .	1428 (5)
misconducted officers and others sent home or waiting passage . . . . .	1606
month or months—calculation of . . . . .	page xiii (Vol. I.), page 6 (Vol. II.)
offenders invalided or discharged while waiting trial . . . . .	1362 (3)
orders or correspondence regarding—disposal . . . . .	1589
pay documents not available—payment only in very exceptional circumstances . . . . .	1609 (8a)
paying off—balancing and payment upon . . . . .	1617
persons in civil establishments abroad—alterations in . . . . .	460 (6)
persons lent—arrangements for record, &c., of . . . . .	1570
prisoners of war—how obtained by . . . . .	1635
quarterly settlements of . . . . .	1611
remaining unclaimed—forfeiture . . . . .	1364
remittances of . . . . .	1650
responsibility for credits of . . . . .	1602 (2)
"Run"—forfeiture when marked . . . . .	802 (1)
scales of . . . . .	1346 (1), Apps. I., XV.
settlements on discharge . . . . .	1612-6
ship wrecked, lost, captured, &c.—in case of . . . . .	1355
shore appointments—of persons serving in . . . . .	1591
stoppages—authority for . . . . .	1346 (2)
subscriptions—abatements and deductions on account of . . . . .	1609 (5)
subscriptions deducted from . . . . .	1374
time for—reckoning of . . . . .	1346 (3)
transfer or discharge from ship—claim for day of . . . . .	1586

**Pay (Officers)**

1391-1400, App. I.

App. III. (Pt. IV.)

abatements on account of tuition . . . . .	1394
absence of accountant officer—additional to junior during . . . . .	1348-50
acting in superior rank . . . . .	180 (2)
additional for navigating and pilotage duties—conditions . . . . .	458
additional for serving temporarily in establishments abroad . . . . .	1607 (1-3), (6)
advance on appointment . . . . .	1601 (9)
advance to hospital patients . . . . .	1608
advance when on leave or sick leave . . . . .	



Pay (Officers)—*continued.*

	Astr., &c.
arrival from abroad—adjustment on . . . . .	1527 (4)
cessation—date of . . . . .	1399
commencement—date of . . . . .	1347
commencement of higher rate on promotion, &c.—date of . . . . .	1392-3
deduction of messing contribution for passage of family . . . . .	1536
deductions authorised from . . . . .	1373-4, 1423
deductions for loss of stores—responsibility for . . . . .	1336
detached service—procedure when on . . . . .	1600 (5), 1611 (5)
discharge for passage home—payment on . . . . .	1612 (2)
discharge from the Service, &c.—final settlement on . . . . .	1614 (3-4)
discharge or dismissal abroad—date of cessation in case of . . . . .	1357-9
discharge to hospital—settlement upon . . . . .	1613
failure at examination not to entail forfeiture . . . . .	1400
Flag Officers and Commodores—commencement and cessation in case of . . . . .	1375-8
foreign service leave—how dealt with during . . . . .	1398 (7-9)
forfeiture for absence without leave . . . . .	1360a
gunnery course—officers attending . . . . .	320 (2)
gunnery or torpedo duties—additional . . . . .	321 (10)
increase by service—authority for payment of . . . . .	1351
increase—counting of "service" towards . . . . .	241 (4)
increase of—time counting for . . . . .	1398 (10)
increase—time not counted . . . . .	238
interpreter—refund in certain circumstances . . . . .	340 (9)
Lieutenants promoted from warrant, &c., rank and supplementary officers—when ceasing . . . . .	1399 (2)
losses or damage to stores—liable for . . . . .	1417 (5)
marine officers—rates for . . . . .	App. I (Pt. II.)
monthly payments on account . . . . .	1609
naval officers—rates for . . . . .	App. I.
payment of—procedure . . . . .	1603
payments on account—monthly . . . . .	1609
pensioned, retired, &c., officers called out . . . . .	191 (1), (3)
promotion—commencement of higher rate upon . . . . .	1398 (4)
record of . . . . .	1562 (2)
scales . . . . .	1346 (1), App. I.
sick leave on—period allowed, &c. . . . .	1396
signal course—officers attending . . . . .	318
stores lost or damaged—charges on account of . . . . .	1809 (2-4)
study abroad—during period of . . . . .	1356
studying foreign language abroad . . . . .	343 (4), (5), (12)
supplementary officers, commissioned officers from warrant rank and warrant officers—on discharge abroad . . . . .	1357 (2)
telegrams may be charged against . . . . .	1870 (7)
time on full—counting of . . . . .	240, 246
time on full, in seagoing ship—counting of . . . . .	241 (1)
torpedo course—officers attending . . . . .	319 (2)
transfer of subordinate officer to ship at another port . . . . .	1391
war course—officers attending . . . . .	317 (2)
warrant officers employed on navigating duties . . . . .	336 (4)
wounded officers, commissioned officers from warrant rank and warrant officers . . . . .	1352 (1-3)
<b>Pay (Men)</b> . . . . .	1346 (1), 1424-35, App. XV. (Pt. I.)
acting ratings . . . . .	1431
advance before ship goes to sea . . . . .	1807 (4), (6)
advance to meet mess debts . . . . .	1609 (13)
advance when going on leave . . . . .	1607 (13), App. III. (Pt. III.)
advances on arrival home after paying off abroad . . . . .	1617 (9)
advances to men in debt . . . . .	1609 (9), (10)
assignment, &c., is void . . . . .	1363
books lost—charge for . . . . .	1753
cell punishment entails loss of . . . . .	733 (3)
charge against—of cost of forwarding men to ship after leave . . . . .	879 (1)
civil establishments abroad—alterations in rates in . . . . .	459 (7)
coloured ratings—deductions for punishment . . . . .	757 (II.), 800
commencement and increase of . . . . .	1424 (1)
commencement when joining ships abroad—date of . . . . .	1424 (5)
deductions, as punishment . . . . .	757 (II.), 782a, 792-794
deductions authorised from . . . . .	1464-7

**Pay (Men)—continued.**

	ART., &c.
deductions for loss of stores—responsibility for	1836
deserters and absentees recovered—charges against	806 (4a), 807-10
deserters reclaimed after fraudulent entry in Army or Marines	
—recoveries from	1466
discharge after imprisonment, &c.—disposal of balance	1616 (2), (3)
discharge—date of cessation in case of	1428
discharge from hospital, &c.—final settlement upon	1613
discharge from the Service—final settlement on	1614 (5), (6)
dismissal awarded abroad—arrangements	1358
dismissal or discharge from Service—deduction of allowance	
for subsistence on	1505
forfeited during imprisonment or detention	774 (1)
forfeiture on dismissal with disgrace	758 (1)
forfeiture or stoppage for misconduct—limitation of	756 (e)
fraudulent entries in Navy or Marines—recoveries from	1464
good conduct pay—men entitled to	740
good conduct pay—pensioners allowed to serve	745
good conduct pay—pensioners called out	746
higher rating—when performing duty of	1432
hospitals or sick quarters—while under treatment in	1425-7
injured men under treatment in hospitals, &c., at home	1428 (6)
Lascar ratings—deductions for punishment	757, 800
ledger—rates shown in	1562 (9)
marine non-substantive rating—suspension of	1184 (4)
marines afloat—date of commencement	1424 (4), (5)
marines for good conduct	1187 (3)
marines sentenced to dismissal—cessation	1173
marines sick from ships at home—maximum period and	
stoppages	1425 (3)
merchant service seamen—due on entry in Royal Navy	1592
monthly and weekly payments on account	1609, App. III. (Pt. IIa.)
mulcts for drunkenness	794
mulcts for leave-breaking	792 (3), 793
natives filling naval ratings	1433
natives in hospitals abroad	1427 (2)
navigating merchant ships—men lent for	613
new entries—explanation to	361
non-continuous service men in hospital, &c.—date of cessation	1425 (2)
non-continuous service men sick from abroad—date of cessation	1426 (2)
non-substantive ratings	App. XV. (Pt. III.)
payments of—procedure	1602
payments on account—monthly and weekly	1609, App. III. (Pt. IIa.)
pensioner seamen or marines called out	1429
pensioners called out—advance to	1607 (11)
pensioners serving voluntarily in duly authorised posts	1429 (3)
prisoners of war—advances to	1635 (e), (f)
record of	1562 (2)
re-engagement after completing time for pension—additional	
in certain cases	1435
re-entry—counting of previous service for increase on	1424 (1)
representations as to	11
rewards and expenses of apprehension—charge against	808 (4)
scale of	1346 (1), App. XV.
Seamen Pensioner Reserve men up for drill	1430
second class for conduct—deduction when in	780 (4)
servants on passage	1524 (3)
ship going abroad—payment of balances to crew of	1610
sickness—pay or stoppages during	1425-7
special service—men entered for	App. XV. (Pt. II.)
stoppage on conviction by civil power	812 (3)
stores lost or damaged—charges on account of	1809 (2-4)
table of	App. XV. (Pt. I.)
time expired abroad—when retained in case of necessity	369 (4)
time-expired men remaining abroad	371
transfer to another ship not to affect	372
travelling warrants issued to absentees and men on leave—	
recovery of cost	1510
victualling stores lost, damaged, &c., through misconduct—	
charge for	1750 (3), 1752

	ART., &c.
<b>Pay Accounts</b>	1561-1636
Accountant Officer—personal responsibility of	1602 (4)
audit—list of differences discovered upon	1632
books and returns	1561
bounty payments	1634
completion upon paying off	1617
deceased officer or man	1631
erasures or alterations	1605 (2)
ledger	1562-92
opening and rendering of	1561
preservation and care of	1605 (1)
prisoners of war—officers and men detained as	1635
responsibility for	1332 (2)
settlements on discharge	1612-6
tenders and prize vessels	1623-30
transfer lists	1598
work done for private individuals, foreign governments, &c.— reclaims	1633
<b>Pay Book (Officers)</b>	1603, 1605
<b>Pay Documents—</b>	
continuous service men—how distinguished on	384 (1)
death of officer or man—procedure on	1631
special service men—how distinguished	386
stores lost or damaged by neglect—notation in regard to	1809 (2)
subscriptions charged on	1374 (d)
<b>Pay List—</b>	
hired men employed on repairs to H.M. Ships	1098 (3)
men of other ships employed on repairs	1098 (2)
weekly—preservation and care of	1605 (1)
weekly—use of	1602 (5-8)
<b>Pay Office—notice to be exhibited in</b>	587 (2)
<b>Pay Tickets</b>	1599-1601
advance to officers for passage—notation of	1527 (2)
allotment—notation of	1618 (k)
allotments—notation on	1599 (5)
charges incurred on passage—notation of	1569 (1)
invalids from abroad—procedure	1601 (4)
men lent to navigate merchant ships	613
men sent to hospital, &c.—preparation for	1302
Midshipman—notation as to private allowance of	1422 (7)
officers discharged	1615 (2)
use and disposal of	1587-9
when not required	1601
<b>Paying Off</b>	1110-33, 1617
abroad—completion, &c., of cash account	588 (5)
abroad—examination and disposal of cash book, cash account, and vouchers	1133
abroad—recommendation of petty officers and men for advancement	378 (5)
accounts to be rendered on	1760 (3)
armament—survey of	904
at home ports—responsibility of Commander-in-Chief	498 (1)
at home—transfer of cash balances	588 (6)
Boatswain's duties on	643 (5)
books and accounts—disposal of	1123, 1860
candidates for S.G. and S.T.—disposal	394 (1), (6)
Captain's Ship's Book on—disposal	1850 (2)
cash account—abstract to be rendered	1673
cash and cash account—verification, rendering, &c.	1668
cash balance—counting and check of	588 (1)
cash balance—disposal of	1662
charts—disposal of	1122
closing accounts at home—officers and men borne for	1397 (3)
coast-guard—lists of volunteers for	404 (8)
completion of ledger	1617 (2)

**Paying Off—continued.**

	Art., &c.
conduct book—disposal of . . . . .	326 (4)
correspondence and accounts—disposal of record of . . . . .	1846
disposable officers and men at home port—use of . . . . .	508
disposal of signal log on . . . . .	559 (5)
dockyard departments—communication of Captain with heads of . . . . .	1111
drawings of bottom plating—disposal . . . . .	1067 (3)
drawings of flooding arrangements—disposal . . . . .	1068
fittings, bulkheads, &c., not to be removed on . . . . .	1114
gunnery and torpedo logs—disposal . . . . .	887
gunnery fittings—inspection and report on . . . . .	1115
inspection of ship by dockyard officers—report of readiness for . . . . .	1121
inspection of ship on . . . . .	423 (5), (7), (8)
keys of cabins and fittings—disposal of . . . . .	646 (2)
leave on—instructions to men proceeding on . . . . .	879 (1)
leave to non-continuous service men . . . . .	365 (3)
ledger—rendering of . . . . .	1562 (3), (4), 1617 (2)
log—disposal of . . . . .	1026
long leave to non-continuous service men on . . . . .	873 (1)
machinery and boilers—survey of . . . . .	1112
marine clothing on—disposal of . . . . .	1731 (5)
medical stores—disposal of . . . . .	1278
men discharged or retained in the Service—returns of . . . . .	1128
misappropriation while—prevention of . . . . .	1124
money chests—disposal of keys of . . . . .	1642 (1) (c.)
naval ordnance stores returned damaged—survey . . . . .	1120
navigating instruments—accounting for . . . . .	1031
Navigating Officer detained after . . . . .	1397 (9)
Navigating Officer—report on . . . . .	987
Navigating Officer's documents—disposal of . . . . .	1027 (4)
non-continuous service men and boys in hospital—disposal of officers and crew—disposal of . . . . .	1425 (2)
officers and men retained—regulation of . . . . .	1129
Officers' Stewards and Cooks—procedure on . . . . .	450
ordered—information to heads of local departments . . . . .	358 (6)
payment for savings or short allowance of provisions . . . . .	512
Physical Training Instructor—return of volunteers for . . . . .	1655
postal orders and stamps—transfer of . . . . .	400 (7)
postal orders—return of . . . . .	1640 (16)
provisions, victualling stores, &c., on—return into store . . . . .	1640 (11)
recommendations for advancement and promotion on . . . . .	1749
re-entry of time-expired continuous service men on . . . . .	378
religious, &c., books—disposal . . . . .	364 (4)
reports and returns—rendering of . . . . .	657 (1)
Rigger—recommendations for appointments as . . . . .	1132
Ship's Steward and Ship's Cook ratings—reports on . . . . .	1126
steam trial before . . . . .	1341
stores and fixtures—procedure for dealing with . . . . .	1110
stores—cleaning, &c., of . . . . .	1117-20
stores—landing of . . . . .	1794 (2)
stores of ships from abroad—examination and disposal . . . . .	1118
torpedo and electrical machinery and fittings—trial of . . . . .	1110 (2)
tuberculosis—notes upon men under observation for . . . . .	1116
victualling arrangements on . . . . .	1294 (9)
victualling store allowance to Ship's Steward ratings abroad—cessation of . . . . .	1682 (k)
	1455 (5)

**Paymaster Captain—**

appointment as Secretary—qualified for . . . . .	290 (1)
promotion to—how service is calculated . . . . .	
page xiii-xiv (Vol. I.), page 7-8 (Vol. II.)	
qualification for . . . . .	291
widow—rate of pension to . . . . .	1990

**Paymaster Commander—**

appointment as Secretary—qualified for . . . . .	290 (1)
promoted to rank of—commencement of higher rate of pay . . . . .	1393
promotion—half-yearly recommendations for . . . . .	515 (3a)

	Art., &c.
<b>Paymaster Commander—continued.</b>	
qualification for . . . . .	292
vacancy for—acting appointment in . . . . .	231 (1b), 233
widow—pension awarded to . . . . .	1990
<b>Paymaster Lieutenant Commander—</b>	
acting—appointment in vacancy . . . . .	231 (1), (1b), 233
appointment as Secretary—qualified for . . . . .	290
examination for—certificate of birth required in certain cases . . . . .	349
examination for rank of . . . . .	294, App. X. (Pt. IX.)
full pay—counting of junior service for . . . . .	249 (4), 251
half-pay—counting of junior service for . . . . .	249 (4), 251
junior service—counting of . . . . .	249 (4), 250-1
promotion to rank of—commencement of higher rate of pay . . . . .	1393
qualifications and examination for . . . . .	293, 294
time as Secretary—how counted . . . . .	249 (2)
vacancy for—acting appointment in . . . . .	231 (1), 233
<b>Paymaster Lieutenant in Charge—appointment of . . . . .</b>	228 (5)
<b>Paymaster Lieutenant and Paymaster Sub-Lieutenant—</b>	
additional pay during absence of Accountant Officer . . . . .	1394
appointment as Secretary—qualified for . . . . .	290
dismissal or retirement for misconduct . . . . .	App. XI. (5)
examination for . . . . .	295, App. X. (Pt. VIII.)
examination for—marks for professional knowledge . . . . .	1339 (2)
examination for—failures . . . . .	App. X. (Pt. VIII. (11))
exchange of duties . . . . .	1338 (5)
full pay—counting of time for . . . . .	249 (4), 251
ledger work—certificate as to . . . . .	1338 (5)
paying off—disposal on . . . . .	1129
promotion to—commission required for . . . . .	223 (1)
promotion to—date of . . . . .	App. X. (Pt. VIII. (10))
qualifications and examination for . . . . .	294, 295, App. X. (Pt. VIII.)
reports on—annual . . . . .	1338 (3)
superintendence and instruction of . . . . .	1338
time as secretary—how counted . . . . .	249 (3)
waiting disposal—where borne . . . . .	229 (1)
<b>Paymaster Midshipman—</b>	
additional pay during absence of Accountant Officer . . . . .	1394
boats—instruction in rowing and sailing . . . . .	334 (2)
discharge for second failure at examination for promotion . . . . .	App. X. (Pt. VIII. (11))
examined for Paymaster—production of certificate of birth . . . . .	349
instruction in professional duties, &c. . . . .	1338 (2)
ledger and cash work—experience in . . . . .	1338 (5)
marks for professional knowledge . . . . .	1339
private allowance . . . . .	1422
promotion to rank of . . . . .	223 (3), 228 (2)
qualification for and appointment of . . . . .	296 (1)
reports on . . . . .	1338 (3), 1339
superintendence and instruction of . . . . .	1338
waiting disposal—where borne . . . . .	229 (1)
<b>Paymaster Cadet—</b>	
advancement—failure to qualify for . . . . .	296
boats—instruction in rowing and sailing . . . . .	334 (2)
instruction in professional duties, &c. . . . .	1338 (2)
marks for professional knowledge . . . . .	1339
private allowance . . . . .	1422
qualifications for . . . . .	297
reports on . . . . .	1338 (3), 1339
small-arms—instruction in . . . . .	334 (1)
superintendence and instruction in general duties . . . . .	1338
waiting disposal—where borne . . . . .	229 (1)
<b>Payments (Generally)—</b>	
allowance for collection, &c., fired cartridge cases and tubes . . . . .	1371 (2), (3)
allowance for entertainment of master or mate of wrecked ship . . . . .	1556
army stores supplied for naval purposes . . . . .	1814
banks—made or allowed by . . . . .	1660

**Payments (Generally)—continued.**

	Art., &c.
bounty—men entitled under Royal Proclamation to	1684
canteen bills of ships' company's messes	856 (8)
Captain's authority—exceptional, made under	590, 1657
carriage or cab hire—when allowed for	1657 (2-4)
commission to Consul for local purchases	1772 (f)
compensation for destruction of infected clothing—voucher for	1559 (14)
compensation to Marines in lieu of clothing	1164 (12)
control of	1832 (2)
Court-Martial witnesses—expenses of	673 (2)
deserters and absentees—expenses of collection, &c.	810 (2)
dress gratuity to mess servants in certain naval establishments at home	1439-40
entry in cash book daily	1664 (3), 1665
exceptional—approval or disapproval of	1853 (3), (4)
exceptional, disallowed—procedure	1853 (4), (5)
exceptional—distinguished in cash account	1675 (6)
exceptional—statement of	1853
excessive or irregular, authorised by Captain—recovery	590
extra pay—instructions as to	1491 (5-10)
foreign coins or local currency taken up and used for	1644-5
foreign money—record when made in	1667
general rules for	1651-63
hire of vessels—under Captain's authority for	1657 (1)
hired workmen repairing ships at private yards	1098 (3)
legal proceedings instituted abroad—arrangements for	605 (2)
local currency used for purchases, &c.	1652
local purchases—in connection with	1772 (f-h)
messing allowance for pilots	1545
miscellaneous—by Accountant Officer	1653
miscellaneous services—under Captain's authority for	1657 (1)
Naval Courts—expenses of	706 (2)
officers authorised to make	1332 (4)
pilot abroad	997 (4)
pilot engaged for lengthened service	999
pilotage—under Captain's authority for	1657 (1)
postage—certificate by Captain for	1871
prisoners of war—to officers or men detained as	1635
prisoners—subsistence and cost of removal of	774 (2)
private allowances of Midshipmen and Assistant Clerks	1422 (2)
provisions or stores—for warehousing, commission, insurance, &c., upon	1659
purchases of victualling stores—responsibility	1332 (3)
receipt stamps—when to be attached	1678
repairing ship—under Captain's authority for	1657 (1)
rewards and expenses of arresting deserters, &c.	808 (4-6)
school stationery allowance—voucher for	1452 (2)
stationery at examinations—allowance for provision of	1415
stores and provisions—for purchases of	1781-4
stores purchased or salvaged—under Captain's authority for	1657 (1)
telegrams abroad—voucher for	1870 (4)
travelling expense claims	1509
troop allowance—certificate required for	1456 (1)
unusual, made under Captain's authority—procedure	590
vouchers—examination before transmission	1671
vouchers for	1675-80
<b>Payments of Pay</b>	<b>1602-11</b>
abroad—foreign coins may be used	1651
Accountant Officer—personal responsibilities of	1602 (2)
balance of pay to crew of ship going abroad	1610
boys drafted from training ships	1604
Captain's duties in regard to	587
casual—included in cash balance	1666 (2)
casual—procedure for	1602 (9)
certificate of	1609 (8)
certificate on completion of	1602 (6-8), (10), 1603
certification of	1652 (a)
discharge from ship—settlements of pay on	1612-6

**Payments of Pay—continued.**

	ART., &c.
general and miss-muster—procedure	1802
general—record in log	1025 (3)
in advance	1807-8
inspections—enquiry at	424 (10)
Master-at-Arms to attend	819 (2)
miss-muster—facilities for, and precautions	587 (2)
monthly or weekly, on account	1809, App. III.
monthly or weekly, on account—entry in ledger	1577
notice in regard to—exhibition of	587 (2)
officers on detached service	1600 (5), 1611 (5)
officers—procedure in case of	1803
paying off—how to be made upon	1617
periodical—statement by Accountant Officer to successor	1663
quarterly computation of wages	1585
quarterly settlements of pay	1611
regularity of and attendance at	587 (1)
shore appointments—of pay, allowances, &c., to persons serving in	1591

**Pedlars—**

not allowed on board H.M. Ships in home waters	735 (3)
--	---------

**Penal Servitude—**

certificate for keeping prisoner in—authority for	700a (ii)
passage of persons under sentence of—rules to be observed	733
sentence by Court-Martial—execution of	700a (ii), (iv)
sentence by Court-Martial—suspension	699a (ia), 700b
sentence—suspension of—Marines	1179a

**Pendant—Aboard—**

ashore—Commodore may be authorised to fly	110
authorised to be worn by Captain—rank and title conferred	196
Commodore, First Class—distinguishing	106
Commodore, Second Class—distinguishing	108
Commodore, Second Class, in ship other than his own	185
Commodore, Second Class—where may be flown	198 (1)
displacement by other flag, &c.	111
flying of—after Commodore killed in action	202
flying of—on removal to another ship during action	200-1
foreign—salute	76, 79
hoisting by Captain or Commodore, Second Class, upon whom chief command abroad devolves	203-5
illness of Flag Officer or Commodore—striking	205a
salutes to	74
Senior Officer—distinguishing	112
shifting to another ship	199
temporarily struck—continuance of flag allowances	1405 (4)
temporarily struck in presence of senior Captain—as to allowances	1389
two Commodores of same class present—distinguishing mark	109
wearing of—in presence of Flag Officers, &c.	197 (2), 198a

**Pendant—Masthead—**

Colonial Defence Act—worn by vessels maintained under	122
description and wearing of	119
improper—penalty and procedure in regard to	129
navy and not navy—wearing of	118-26
resembling that of H.M. Ships—penalties and procedure in regard to	129
short—may be worn	119
transports—worn by	124

**Pensioned Officers—called into active service—pay, &c., and command**

191.

**Pensioners (Men)—**

admission into hospitals and infirmaries at expense of Greenwich Hospital	1965
age for final discharge	1952 (6)
army—time for badges on entry in navy	748
balance on death of pensioner	1976
called out—advance of wages	1607 (5)

**Pensioners (Men)—continued.**

	Art., &c.
called out—badges	1187 (8)
called out—badges and good conduct pay	745
called out for service—pay and pension of	1429
called out—penalties for neglect or refusal to attend	1955
civilian—entry forbidden	1959
death—payments to widow or legal representative on	1976
emigration—advance for	1960
employment in civil or naval establishments	1957
fraud, felony, &c.—penalty for	1973
Greenwich age pensions for	1961
long service serving on further engagements—invalided, &c.	1428 (5)
neglect to draw pension	1975
overpayment of pension on re-entry—recovery	1954
parish relief of—claims for	1974
re-entry—documents to be produced on	1954
re-entry for further service	1815
re-entry—notations and recoveries in case of	1572
re-entry—procedure on	1952
service of—periods reckoning for increase of pension	1953
serving afloat—return	1956
serving—as to pensions and counting of time	1952
serving—badges and position	745
serving in foreign ship or country	1957
serving voluntarily in authorised posts—pay	1429 (3)
striking off pension list	1972-3, 1975
violence to paying officer—penalty for	1972

**Pensions (Officers)—**

	1897-1930
Aide-de-Camp to His Majesty	1922 (4)
civil, colonial and foreign employment—conditions as to pay-	
ment during	2017
commutation	1930
declarations by officers	2019, 2025
deductions for losses, damage, &c.	1373
desertion—time forfeited and conditions of restoration	1861 (1), (2)
good service pensions	1922-6
losses or damage to stores—liable for	1417 (5)
misconduct—deduction on account of	1978 (2)
misconduct—forfeiture or suspension for	2017 (2)
misconduct or unfitness—of officers retired for	App. XI.
naval and Greenwich Hospital pensions	1927-9
payment—general instructions for	2017-25
payment—modes of	2020-1, 2024
subordinate officers—for disability	1921
Surgeons temporarily employed—for wounds	App. XII.
Travers' pensions	1927 (3-5)
wounds and injuries—on account of	1897-1909

**Pensions (Marines)**

	1195-1211
additions for badges, medal and character	1197 (1), (2)
advance on discharge	1171-(6)
application for—report upon injuries when making	1207 (2)
army, air force or navy service—counting of	1204
classification for purpose of	1196
commissioned officers from warrant rank and warrant officers	1210
deferred—conditions under which held	1943 (10)
deferred—not held with naval life pension	1943 (10)
deferred to marines enlisted before 1st January 1885	1211
disability—award for	1208
disability—increase for	1199
disability—permanent award for	1200
discharge on reduction of establishment—temporary	1201
eye—for loss of	1206
forfeiture of claim by misconduct	1205
Greenwich age pensions	1962-6
Greenwich Hospital—age and special pensions	1195 (2)
injuries—addition to disability pension for	1208 (4)
injuries or hurts—award for	1206
injury—addition for	1197 (2), 1200 (2)
invaliding—survey for, on	1227 (4)



		Art., &c.
<b>Pensions (Marines)—continued.</b>		
lance or acting time—how reckoned . . . . .		1203
leave prior to discharge to . . . . .		1148 (3)
long service—amount of and qualifications for . . . . .		1197
non-commissioned officers—addition for service as . . . . .		1198
not fit, &c., for enrolment in R.F.R.—notation on Service certificate . . . . .		1945 (1a)
privileges and regulations applicable to marines with security of . . . . .		1195
Sergeants R.M. with—further annuity to . . . . .		1198a
service in superior class—how reckoned . . . . .		1193
service qualifying for . . . . .		1202
short service—permanent award of . . . . .		1170
time not counting towards . . . . .		1200
wounds or hurts—award for . . . . .		1205
		1206
<b>Pensions (Men)</b>		
		1931-76
absence for 5 years—counting of time . . . . .		368 (2)
absence forfeiting service for . . . . .		1937 (3), (4)
advance for purposes of emigration . . . . .		1960
age of applicants—how reckoned . . . . .		1969
army and Royal Air Force time—how counted . . . . .		1943 (3-4a)
arrears—as to payment of . . . . .		1875
assignment, sale, &c., is void . . . . .		1870
called out—drawn in addition to pay when . . . . .		1429 (1), (2)
civil—certain naval time counts towards . . . . .		1949 (7)
civil time—not counted towards . . . . .		1943 (7)
completion of time for, while abroad—procedure . . . . .		369 (2-6)
conditions to be understood by candidates for entry . . . . .		353
deductions for—losses, damage, &c. . . . .		1373
desertion, time forfeited by, and conditions as to restoration . . . . .		1361 (1), (2)
disability—on account of . . . . .		1932-3
discharge to—notation on service certificate . . . . .		1956 (3), (4)
dissatisfaction with amount—procedure . . . . .		1950
foreigners—condition as to eligibility . . . . .		356
forfeited by non-compliance with order to serve . . . . .		1955
forfeiture for felony, fraud, &c. . . . .		1973
good conduct medal restored on completing time for . . . . .		778 (7)
Greenwich age pensions . . . . .		1961
Greenwich special pensions . . . . .		1962-8
hired time—how counted . . . . .		1943 (9)
increase to pensioners—periods of service reckoning for . . . . .		1953
ineligibility for—causes of . . . . .		1941 (1)
invaliding—survey on . . . . .		1227 (4)
Irish Constabulary time—how counted . . . . .		1943 (5)
long service . . . . .		1934-60
marine time—how counted . . . . .		1943 (1), (2)
men of colour—condition as to grant . . . . .		358
new entries—explanation to . . . . .		361
not drawn—effect . . . . .		1976
overpayment on re-entry—recovery of . . . . .		1954
parish relief—liable to claims for . . . . .		1974
payment of . . . . .		1971
payment or non-payment—conditions as to . . . . .		1957
payment or non-payment while serving . . . . .		1952
payment to wives or children . . . . .		1958
recovery on re-entry—procedure . . . . .		1572
re-engagement after completing time for . . . . .		363 (3), (4)
re-engagement after completing time for—additional pay in certain cases . . . . .		1435
representations as to . . . . .		11
Reserve or Indian time—how counted . . . . .		1943 (8)
Seaman Pensioner and Royal Fleet Reserve—additional to men of . . . . .		1936
Seaman Pensioner Reserve—men up for drill . . . . .		1490
sent home from abroad for—date of cessation of pay . . . . .		1428 (2)
service for—record of . . . . .		1593 (7)
special service men invalided, &c. . . . .	App. XV. (Pt. II.)	613
time lent to navigate merchant ships—how counted . . . . .		1941 (1)
time not counted for . . . . .		

<b>Pensions (Men)—continued.</b>	ART, &c.
withheld under certain circumstances . . . . .	1957
wounds or hurts—on account of . . . . .	1931, 1933
<b>Pensions for Service (Men)</b> . . . . .	1934-60
addition for further service . . . . .	1934 (5)
age from which service counts for . . . . .	1934 (2), (3)
applications—procedure in regard to . . . . .	1945
award—notification of . . . . .	1949
badges earned in previous rating—addition for . . . . .	1935 (3)
badges, medal, and character—additions for . . . . .	1934 (5)
breaks in service . . . . .	1937 (3), (4), 1938 (4), (5)
chief petty officers—additions for . . . . .	1938 (6)
completion of time for—retention after . . . . .	1942
date of discharge to . . . . .	1949
imprisonment, detention or cells—effect of . . . . .	1938 (4)
increase for service after completion of time . . . . .	1946
injuries—addition of gratuities for . . . . .	1931 (3)
injury—addition for . . . . .	1935 (1)
leave to men awaiting . . . . .	1945 (III.)
maximum awards . . . . .	1935
Officers' Stewards and Cooks employed by officer in receipt of allowance in lieu of servants—as to time of . . . . .	829 (3), 1943 (11)
Officers' Stewards and Cooks—seagoing service required of . . . . .	1934 (4)
period of service required for . . . . .	1934 (1), (3)
periods allowed for completion of service for . . . . .	1937
petty officers and leading rates—additions for . . . . .	1938
qualifications required for . . . . .	1934
rules for—posting on lower deck of . . . . .	1940
scale . . . . .	1934 (5)
security of that earned on completing time . . . . .	1946 (2)
short service—conditions of award of . . . . .	1944
wounds or injuries—additional pension for . . . . .	1931 (2)
<b>Pensions to Mothers of Officers</b> . . . . .	2006, 2008
<b>Pensions to Sisters of Officers</b> . . . . .	2007-8
<b>Pensions to Widows—</b>	
marine officers' widows . . . . .	1977-95
naval officers' widows . . . . .	1977-91
payment—mode of . . . . .	2024
petty officers', non-commissioned officers', or men's widows . . . . .	2014, 2016
<b>Persian—interpreter in—qualification, gratuity, and allowance</b> . . . . .	346
<b>Persian Gulf—</b>	
climate pay for service in . . . . .	1488, 1491 (9)
extra pay for steaming in . . . . .	1476, 1491 (9)
foreign service leave . . . . .	872 (3)
work in confined spaces when in—extra pay for . . . . .	1475 (2)
<b>Personal Salutes</b> . . . . .	144-9
<b>Petitions—collective, forbidden</b> . . . . .	11
<b>Petrol—stowage and issue, special precautions</b> . . . . .	540 (9a-10)
<b>Petty Officer—</b>	
acting appointment as commissioned officer—ineligible for . . . . .	231 (4)
acting temporarily as warrant officers—outfit gratuity and accommodation . . . . .	1420 (2-4)
acting temporarily in warrant rank—counting of time . . . . .	254 (2)
acting temporarily in warrant rank—reversion on relief . . . . .	254 (2)
address—form of . . . . .	728 (2)
appointment to ship paying off for refit . . . . .	1117 (2 (f))
arrest of drunken men—instruction as to . . . . .	815 (3)
baggage conveyed at public expense—scale . . . . .	App. IX. (Pt. I.)
characters—reading of . . . . .	829 (12)
children—arrangements, in certain circumstances, for education of . . . . .	2011-3
Coast Guard—age for discharge from . . . . .	404 (5)
complaints in writing . . . . .	8 (2), 9
confined spaces—extra pay for supervising work in . . . . .	1475 (3)

<b>Petty Officer—continued.</b>	ART., &c.
designation in ledger . . . . .	1568 (3)
disrating for misconduct—summary procedure . . . . .	776 (3-5)
drunkenness on return from leave—punishment for imprisonment or detention involves disrating . . . . .	794 (2), (3)
incompetent—disrating of . . . . .	774 (1)
inspections and musters—salutes, &c., by instructors to R.N.V.R.—expenses of removal kit—adherence to established . . . . .	777
losses of clothing, &c.—compensation for . . . . .	148
marines not to be employed as . . . . .	1496 (9)
messing arrangements . . . . .	550 (1)
misconduct while acting warrant officer—time outfit gratuity . . . . .	App. VIII.
passing for—notation in ledger . . . . .	1155
pay, allowances and deductions . . . . .	852
pension—additional rates of . . . . .	254 (2)
privileges to be accorded to . . . . .	1436 (6)
prize, bounty and salvage shares—number entitled to promoted to warrant rank—date of commencement of higher rate of pay . . . . .	1562 (14)
promotion—half-yearly recommendations for . . . . .	1424-67, App. XV
promotion to commissioned rank—qualification for . . . . .	1938
qualifications for Gunner† . . . . .	728
reprimand by Captain . . . . .	App. XV. (Pt. I.)
retention after completion of time for pension . . . . .	1393
salute on board—when to make . . . . .	383
salute to officers on shore—procedure . . . . .	267 (3), 268a, App. X. (Pt. IIIA.)
school attendance—arrangements for . . . . .	337 (2)
seaman class—promotion to . . . . .	757, 797
search by ship's police forbidden . . . . .	1942
separation from lower ratings . . . . .	146
stoking—conditions under which employed on . . . . .	147 (2), (3)
virtualising arrangements and allowance . . . . .	390, 390a
wages, prize, &c., shares, qualifications, allowances, &c. widow, children or other relatives—pensions or gratuities . . . . .	376a
	818 (2)
	728 (3)
	1477 (3)
	1682 (2) (b), (f)
	App. XV.
	2014-6
<b>Petty Officer Cooks—promotion of . . . . .</b>	381-2
<b>Petty Officer, 1st Class (O.S.)—</b>	
disrated for misconduct—restoration after . . . . .	776 (8)
incompetence—effect of disrating for . . . . .	777 (3)
wages, prize shares, qualifications, allowances, &c. . . . .	App. XV.
<b>Petty Officer, 2nd Class (O.S.)—</b>	
disrated for misconduct—restoration after . . . . .	776 (8)
incompetence—effect of disrating for . . . . .	777 (3)
wages, prize shares, qualifications, allowances, &c. . . . .	App. XV.
<b>Petty Officer Telegraphist—</b>	
advancement . . . . .	381-2
paying off—disposal on . . . . .	1129
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Petty Officers and Men (Generally)—</b>	
absent from ship on special active service . . . . .	1571
acting appointment as commissioned officer—ineligible for acting—pay . . . . .	231 (4)
“Additional”—rank and precedence when borne as advancement . . . . .	1431
advancement and confirmation in rating—orders as to advice and assistance to . . . . .	190
appeals by—procedure . . . . .	376-387
appointment as acting warrant officers . . . . .	522
baggage conveyed at public expense—scale . . . . .	620 (7), (8)
canteen committee—representatives on . . . . .	8 (2)
Chatham port division—disposal on paying off . . . . .	231 (1), (4)
cleanliness to be ensured . . . . .	App. IX. (Pt. I.)
closing accounts—orders for bearing on ship's books . . . . .	856 (1), (2)
complaints in writing . . . . .	1129
death of—reports . . . . .	552 (1)
description—procedure for taking . . . . .	522
	8 (2), 9
	575 (4-7)
	819 (3)

**Petty Officers and Men (Generally)—continued.**

	ART. &c.
discharge as unsuitable within 3 months of entry—kit	392 (5)
discharge by purchase	602
discharge—date of cessation of pay on	1428
discharge—free	602 (2b)
discharge—instructions to Captain	595-604
discharge from Service—particulars to be furnished to Ministry of Labour, &c.	604
discharge—Trade Certificates on final	604a
discharge to another ship not to prejudice	372
discharge from hospital after ship sailed—disposal, &c.	600
discharged or retained in the Service—returns on paying off	1128
disposable at home ports—use of	508
distinguished conduct—advancement for	377
Divine Service—attendance at	709 (a)
drowned—procedure when body not recovered	575 (8)
duties of special rating	367
engagement and re-engagement for continuous service	363
engagement and re-engagement for non-continuous service	365
entered and discharged—list rendered on commissioning	506
entry and discharge—record in log	1025 (3)
entry as—age for	353
entry, qualification and instruction	351-405
funeral honours	152
habitually careless or dirty—action of officer of division	620 (2)
hospital patients due for discharge, time expired	601
illness, serious—reports to Admiralty and relatives	575
in hospital on sailing—procedure	599-600
information and explanations to be given on entry	361
interned—allotments of	1635 (d) & (h)
invalided or time expired abroad—passage arrangements	1533
invaliding on foreign stations—men desirous of residing abroad	601a
joining ship—particulars in ledger	1567
joining ship—record, &c., of kits	620 (4)
kit—adherence to established	550 (1)
kit upkeep allowance	1440a
leave—men discharged time expired, invalided, free, by purchase, S.N.L.R., &c.	872 (7)
lent to navigate merchant ships	613
list of—kept by Divisional Officer	620 (1)
losses of clothing, &c.—compensation for	App. VIII.
marriage allowance	App. III. (Pt. IIC. and IID.)
marriage allowance	1627
marriage with alien—report to Admiralty	715a
marriage preliminaries on board ship—instructions regarding	716-9
medical examinations on entry	351-2
military branches—rank and command of	218 (2)
particulars of—to be given in correspondence	1866 (q)
pay, allowances and deductions	1424-67, App. XV.
paying off—disposal on	1129
payments on account—monthly and weekly	App. III. (Pt. IIA.)
physical exercise of	908 (3)
plain clothes gratuity on leaving the Service	1444a
port division—appropriation to	360
promotion—compensatory allowances on	1516a (4)
prize, bounty and salvage shares—number entitled to	App. XV. (Pt. I.)
quartering—arrangements on commissioning	526
rank and command—order of	218
ratings, wages, prize, &c., shares, qualifications, and allowances	App. XV.
re-entry or re-engagement—medical examination on	351
retained after paying off—regulation of	450
retention after completion of time for pension	1942
rewards for arresting deserters and stragglers	807
salute on board—when to make	146
school instruction	389-90a
service certificates of	329-32
ship wrecked, &c.—preservation of lives and disposal of	616
sick from abroad—pay and stoppages while in hospital	1426
superior duty—pay when performing	1432
time expired abroad—date of cessation of pay	1428 (2), (3)

<b>Petty Officers and Men (Generally)—<i>continued</i>.</b>	<b>Art., &amp;c.</b>
time expired abroad—discharge or retention . . . . .	428
time expired abroad—passage or retention . . . . .	369 (2-6)
time expired abroad—remaining on the station . . . . .	371
time expired abroad—remaining to end of commission . . . . .	1428 (4)
time expired abroad—retention in case of necessity . . . . .	369 (4)
time expired—allowance when detained . . . . .	1448
training, instruction, qualification, and examination . . . . .	375-90
transfer from one rating to another . . . . .	391-2
unfit or incompetent—report and disposal on paying off . . . . .	1125
victualling arrangements and allowance . . . . .	1682 (2 (b), (f))
well-being of—procedure for securing . . . . .	11
widows, children, or other relatives—pensions or gratuities to . . . . .	2014-6
<b>Petty Time—</b>	
pension—counting for purposes of . . . . .	1938
pension for wounds—reckons for increase of . . . . .	1931 (1)
<b>Phosphide of Calcium Lights—case for, and stowage of . . . . .</b>	<b>540 (20)</b>
<b>Photographer—</b>	
men volunteering for rating of . . . . .	399a
syllabus of examinations . . . . .	App. X. (Pt. XXI.)
qualification for and allowances . . . . .	App. XV. (Pt. III. (63))
<b>Photographs—ships completely fitted out and first commissioned . . . . .</b>	<b>1058a</b>
<b>Physical and Recreational Exercises—inspections—display at . . . . .</b>	<b>424 (18)</b>
<b>Physical and Recreational Training . . . . .</b>	<b>907-8</b>
advanced exercises . . . . .	908 (6)
allowance to Lieutenant Commanders and Lieutenants for 1407 App. I. (Pt. I.)	
chests of men passing—medical examination, &c., of . . . . .	1294 (5)
(E) officers employed on duties—pay . . . . .	1398a (5)
Lieutenants R.M. appointed for—allowance to . . . . .	App. I. (Pt. II.)
marines undergoing—clothing for . . . . .	1164 (2)
report to Superintendent of Physical Training . . . . .	907 (6)
responsibility for . . . . .	908 (5)
supervision of—selection of officer for . . . . .	908 (1)
<b>Physical and Recreational Training Handbook—</b>	
instructions to be followed . . . . .	907 (2), 908 (1)
officers to be familiar with . . . . .	908 (5)
<b>Physical and Recreational Training Instructor, 1st Class—</b>	
qualification for . . . . .	400 (2), App. XV. (Pt. III. (65))
<b>Physical and Recreational Training Instructor, 2nd Class—</b>	
pay, qualifications, &c. . . . .	App. XV. (Pt. III. (66))
<b>Physical and Recreational Training Instructors—</b>	
clothing—supply of . . . . .	1164 (2)
duties not to interfere with drills . . . . .	907 (6)
non-substantive ratings held by . . . . .	400 (3)
qualification and requalification . . . . .	400
supervision and training of . . . . .	907 (5)
<b>Pickle—leakage from casks of salt meat—replacement . . . . .</b>	<b>1721</b>
<b>Piers—collision with—report . . . . .</b>	<b>568 (3)</b>
<b>Pilot—</b>	
bearing on ship's books, certificate, payment, &c. . . . .	997
bedding—loan of marked . . . . .	1739 (5)
berthing and messing . . . . .	1000
Captain and Navigating Officer—relations with . . . . .	995
claims of H.M. Ships upon the services of . . . . .	996 (1)
clothing, soap, and tobacco on repayment . . . . .	1747
difficult ports and channels—payment to officer acting as . . . . .	993 (2)
employment of—general regulations as to . . . . .	993
engagement and payment for lengthened service . . . . .	999
foreign—precautions in regard to . . . . .	1002
messing in H.M. Ships . . . . .	1545
Navigating Officer to act as ordinarily . . . . .	993 (1)
precautions by Navigating Officer during employment of . . . . .	1019
removal from charge . . . . .	995
unlicensed—use of . . . . .	998

	ART., &c.
<b>Pilot Flag</b> . . . . .	128
<b>Pilot Vessels</b> —lights carried by . . . . .	1041 (8)
<b>Pilot Water</b> —ship in or approaching—duties of officer of the watch . . . . .	619 (3), (4)
<b>Pilotage</b> . . . . .	993-1002
abroad—payment for . . . . .	1653 (1 (a))
certificate to pilot for temporary service . . . . .	997
compasses, chronometers, and charts . . . . .	1003-16
examination for command of torpedo boats, &c., in . . . . .	324 (1), App. X. (Pt. IV.(5))
examination for first class ships . . . . .	App. X. (Pt. III.)
first class ship for—definition of . . . . .	page xi
first class ships—allowance when passed for . . . . .	323 (13), (14)
first class ships—examinations in pilotage for . . . . .	323 (9-15)
foreign ports . . . . .	996 (2)
foreign ports—rates at . . . . .	997 (5), (6)
instruction of officers . . . . .	563
merchant ship by naval officer—as to responsibility . . . . .	470a
Midshipmen—training of . . . . .	App. X. (Pt. I.)
navigating officer not qualified . . . . .	993 (1)
officers liable to be called upon for . . . . .	180 (2)
payment for—conditions . . . . .	180 (2)
payments under Captain's authority for . . . . .	1657 (1)
prizes to candidates for Lieutenant examined in . . . . .	App. X. (Pt. II. (9-12))
tonnage for—rules as to . . . . .	997 (5), (6)
<b>Pilotage Allowance</b> —	
first class ships—when passed for . . . . .	323 (13), (14)
when allowed . . . . .	993 (2)
<b>Pilotage Course</b> —	
Acting Sub-Lieutenants . . . . .	App. X. (Pt. II. (7))
warrant officers . . . . .	336 (3), (5)
<b>Pinnaces</b> —precautions as to use of . . . . .	567
<b>Pipes</b> —	
colours to be painted . . . . .	1055
drain and suction—survey of . . . . .	1075 (2)
drawings showing position of . . . . .	1068
fire service—drawings showing position of . . . . .	541 (2)
information furnished to the Engineer Officer as to leads of . . . . .	950
soil—examination of and access to . . . . .	1088
ventilation—efficiency and readiness of . . . . .	554 (1)
<b>Piracy</b> —	
vessels committing—seizure, detention, &c., of . . . . .	477
term " Prize money " includes awards under Piracy Acts . . . . .	1877
<b>Pistol Shooting</b> —prizes to seamen and marines for . . . . .	1446
<b>Pistols</b> —	
cupboards and storerooms—keys of . . . . .	817
racks for and precautions as to removal . . . . .	631
sea boots—placing in . . . . .	641 (2)
<b>Pitch</b> —removal from deck after caulking . . . . .	1090
<b>Plain Clothes</b> —	
decorations, orders, and medals—wearing with . . . . .	167 (15-10)
foreign ports—permission to wear in . . . . .	155 (6)
men and boys on leaving the service . . . . .	1444a
officers—wearing on leave . . . . .	155 (4), (5)
<b>Plans</b> —forwarding—instructions for . . . . .	1866 (n)
<b>Plate</b> —loss of—compensation for . . . . .	App. VIII. (Note (4))
<b>Plating</b> —	
accident laying bare plating of sheathed ship . . . . .	1081
cleaning, coating and painting . . . . .	1071
compartments containing cork—examination and care of . . . . .	1079
drawings and particulars of . . . . .	1067
galvanic action—precautions to avoid . . . . .	1080
surveys on . . . . .	1074 77

<b>Plenipotentiaries—</b>	<b>Ast., &amp;c.</b>
salute in India . . . . .	55 (1)
salute—particulars of . . . . .	69 (V.)
<b>Plugs—discharge valve—fitting of plugs in when docking . . . . .</b>	<b>970</b>
<b>Plumber—</b>	
advancement to chief . . . . .	381-2
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Poison—key of cupboard—responsibility for . . . . .</b>	<b>1330 (6)</b>
<b>Poisoning—metallic—precautions against . . . . .</b>	<b>1084 (3)</b>
<b>Poisons—</b>	
precautions as to . . . . .	1331h
use of—precautions . . . . .	554 (5)
<b>“Police Gazette”—deserters recovered—communication to . . . . .</b>	<b>804 (8)</b>
<b>Policy—Welfare Committee not to deal with . . . . .</b>	<b>11 (5)</b>
<b>Port Division—</b>	
appropriation of men and boys to . . . . .	360
ledger—notation in . . . . .	1568 (2)
notation on service certificate . . . . .	830 (5)
numbers appropriated to each—return of . . . . .	1594 (5)
transfer from one to another . . . . .	360
<b>Port Duties—</b>	
absence of Commander-in-Chief—arrangements for carrying out . . . . .	513 (3)
exemption of certain officers from . . . . .	509
Flag Officers entering not to interfere with . . . . .	513 (1)
home ports—general . . . . .	497-514
<b>Port Orders—correction of ship's copy on commissioning and arrival in port . . . . .</b>	<b>571</b>
<b>Portholes—</b>	
barring of—inspection during watch . . . . .	619 (15)
condition and security of—responsibility for . . . . .	644 (4)
lights from—precautions as to . . . . .	992
<b>Ports—</b>	
arrival or departure from to be reported . . . . .	29
entering during darkness—precautions . . . . .	981
moorings not to be laid without permission . . . . .	586
<b>Portuguese India—salute to Governor . . . . .</b>	<b>55 (1)</b>
<b>Position of Ship—</b>	
daily information to Captain . . . . .	1020
Midshipmen working out—superintendence of . . . . .	662 (1)
record in log . . . . .	1025 (3)
<b>Possessions Abroad—British—</b>	
Governors, &c.—distinguishing flag . . . . .	114 (1 (c))
Governors, &c., of—interchange of visits of ceremony with . . . . .	99
Governors, &c., of—when flags are to be flown . . . . .	115-6
<b>Post Office—collection of letters at . . . . .</b>	<b>579 (1)</b>
<b>Postage—</b>	
Commander-in-Chief's expenditure—repayment . . . . .	449
home—as to payment . . . . .	1874 (5)
payments for—certificate by Captain . . . . .	1871
payments for—included in cash balance . . . . .	1666 (2)
stamps—counting of . . . . .	588 (2)
stamps for . . . . .	1640
unpaid—recovery of . . . . .	582 (3), (4)
<b>Postal Arrangements . . . . .</b>	<b>579-82a, 1873</b>
<b>Postal Orders . . . . .</b>	<b>1640</b>
counting at periodical verification of cash balances method of . . . . .	588 (2 (b))
counting of—directions to examining officers . . . . .	588 (2)
kept as public money . . . . .	1640 (15)
return of . . . . .	1640 (11), (31)
stock book for recording issues, &c. . . . .	1640 (23), (24)
stock—weekly verification of . . . . .	1640 (24)
transfer from ship leaving foreign station . . . . .	1640 (16)

	ART., &C.
<b>Postal Packets</b> —procedure for dealing with . . . . .	579-582a
<b>Post Graduate Course</b> —for medical officers . . . . .	333
<b>Postman</b> —selection and duties of . . . . .	579-580
<b>Potato Lockers</b> —precautions when entering . . . . .	1084 (1)
<b>Potatoes</b> —	
substitute when not available . . . . .	App. XVI. (Pt. I. (a))
supplies on proceeding to sea . . . . .	1703
<b>Powder</b> —ship entering harbour, dock, &c.—retention in or removal from . . . . .	896 (1-3)
<b>Powder Magazines</b> —approaching—precautions on . . . . .	990
<b>Power</b> —	
abuse of—check on . . . . .	720
maximum allowed for various periods and purposes . . . . .	915
waste of—representations as to anything tending to cause . . . . .	956
<b>Prayers</b> —	
meeting for—arrangements for place of . . . . .	654
morning—conduct of . . . . .	560 (1)
reading of daily . . . . .	709 (b)
<b>Precedence</b> —	
“additional” officers of non-military branches . . . . .	190
“additional”—persons borne as . . . . .	190
Captain of the Fleet not a Flag Officer . . . . .	193 (2)
Chief of the Staff when senior officer present . . . . .	195 (2)
colonies—conferred by law or Letters Patent in certain cases . . . . .	222 (2)
colonies—Royal Family, and naval and military officers commanding in . . . . .	222
Court of Inquiry, survey, &c.—officers on . . . . .	181
Flag Officers with temporary or local rank . . . . .	192 (2)
military branch officers over those of non-military branch in certain circumstances . . . . .	216-7
naval and army officers serving together ashore . . . . .	220
naval Commander-in-Chief in India . . . . .	221
officers at Court-Martial . . . . .	670
<b>Presbyterians</b> —	
Divine Service—arrangements regarding . . . . .	711-2
funeral service—arrangements for . . . . .	653 (1)
<b>Prescribed</b> —meaning of the term . . . . .	page xiii (Vol. I.)
<b>Presents</b> —receipt from foreigners or ship's companies . . . . .	20
<b>Preservation of Ship</b> . . . . .	1069-80
<b>President of Canteen Committee</b> —executive officer to be . . . . .	856 (2)
<b>President of Court-Martial</b> —	
finding and sentence—report to Commander-in-Chief . . . . .	700 (2)
objection to—procedure . . . . .	675 (8)
representation on matters arising out of trial . . . . .	699 (3)
selection of . . . . .	667a (i)
warrant for, and documents to . . . . .	667 (2)
<b>President of Court of Inquiry</b> —	
minutes of proceedings forwarded by . . . . .	703 (11)
senior to person concerned in Inquiry . . . . .	703 (5)
<b>President of Disciplinary Court</b> —appointment and duties . . . . .	701c, 701h
<b>President of Mess Committee</b> —senior member of military branch to be . . . . .	838 (1)
<b>President of Republic</b> —	
salute . . . . .	44
salute to—flag hoisted during . . . . .	95 (1)
salutes in India . . . . .	55 (2), 66



	ART., &c.
President of the Council in India—salute . . . . .	55 (1), 57
Prevarication—witness at Court-Martial . . . . .	689
Prices—charged by bumboatmen—watch on . . . . .	818
in canteens . . . . .	856 (5-6)
Prince Arthur of Connaught—embarked—hoisting of standard, salutes, &c. . . . .	41 (4)
Prince of Wales—	
embarked—hoisting of standard, salutes, &c. . . . .	41 (3)
morning and evening gun—firing of, when present . . . . .	143 (1)
Principal Medical Officer—officers to whom term is applicable page xii (Vol. I.)	
Principal Medical Officer in Charge—authority of Commander-in-Chief or Senior Officer . . . . .	457
Principal Medical Officer of a Fleet—	
aiguillette to be worn . . . . .	1264
definition of the term . . . . .	page xii (Vol. I.)
weekly health report summary . . . . .	1264 (2)
officer to be recognised as, and duties generally . . . . .	1264
purchases of medicines—examination of . . . . .	1785
Printers—allowance for acting as—record of . . . . .	1562 (2)
Printing—charges for—local . . . . .	1817a (10)
Prisoners—	
from merchant ships—passage . . . . .	475
military—custody while on passage . . . . .	1213 (13), (14)
seized under Foreign Enlistment Act—disposal . . . . .	496 (32)
Prisoners of War—	
death or absence of officers or men detained as . . . . .	1635 (g)
detention and treatment of . . . . .	27
embarked in transports . . . . .	27
pay accounts of . . . . .	1635
return and record of . . . . .	1880
Prisons—	
abroad—rules as to selection of . . . . .	770 (4), 771
at home—rules as to selection of . . . . .	770 (3)
discharge from the Navy on release from—travelling arrangements . . . . .	1505 (3)
escort for men sent to or released from . . . . .	773 (2)
religious ministrations to men in . . . . .	714 (1)
religious ministrations where not provided for . . . . .	713
removal of men from—when ship about to sail . . . . .	775 (3)
state of—Commander-in-Chief to know . . . . .	427
subsistence in, and cost of removal—payment of . . . . .	774 (2)
travelling warrants on discharge to civil life from . . . . .	1505
visits to . . . . .	771 (2)
Private Allowance—	
Acting Sub-Lieutenants, Midshipmen and Paymaster Cadets . . . . .	1422
subordinate officers—abatement of mess, wine, &c., debts . . . . .	847 (2)
Private Individuals—	
extra pay for work for—authority required . . . . .	1491 (3)
payments in local currency to . . . . .	1652
salvage claims by . . . . .	1896
work done for—reclaims, notations on ledger, &c. . . . .	1633
work for—pay and allowances of persons doing . . . . .	1591 (3)
Private Papers—return to men entered or rejected . . . . .	354 (2)
Private Property—inflammable liquids, &c., on board ship . . . . .	540 (16)
Prize Bounty . . . . .	1878-9
application—form of . . . . .	1878 (5)
arrears—claims for . . . . .	620 (7)
forfeiture on dismissal with disgrace . . . . .	753 (1)
list of persons on board or absent from the ship making capture . . . . .	1878
payment—methods of . . . . .	1879
scale for ship's company and marines . . . . .	1878 (4), App. XV. (Pt. L)
unclaimed . . . . .	1879 (3)

<b>Prize of War</b>	Art., &c.
expenses of sending in prizes	1875-80
instructions in connection with	1876
prize money—definition of term	1875
particulars to Accountant-General upon capture	1877
pay accounts, supplies, &c.	1878
purchased into the Service	1630
virtualling accounts—keeping and rendering of	471
	1761-5
<b>Prize Bounty Shares</b> —number to which each rating is entitled	App. XV. (Pt. I.)
<b>Prizes</b>	
examination for Lieutenant—awarded to candidates at	
foreign languages—at examination in	App. X. (Pt. II. (9-12))
good shooting—to seamen and marines for	App. X. (Pt. IIb. (6-10))
gunnery or torpedo efficiency funds not to be expended on	1446
marines—for good rifle-shooting	1371 (10), (11)
naval history—for essays on	1160
torpedo proficiency—award to seamen	327a, App. X. (Pt. IIc. (3-5))
	1447
<b>Probation of Offenders Act</b> —order under—penalties consequent upon	812 (3-6)
<b>Probationary Lieutenant, R.M.</b> —appointment, training and confirmation as Lieutenant	1154a (1), (2), App. X. (Pt. VIa.)
<b>Probationary Second Lieutenants, R.M.</b>	
entry, training, &c.	1154a (3), App. X. (Pt. VIa.)
mess when embarked for seamanship and chart work course	843 (1)
rank on entry	1154a (4)
<b>Proceedings</b> —report of	570 (1)
<b>Progress Book</b>	
extracts to accompany Midshipmen	561 (6)
keeping of	561 (5), (6)
<b>Projectiles</b>	
accidents, failures and defects—report of	895
care of, and preservation of marking, &c.	891
fired from each gun—record of	639
receipt or landing of—notice of readiness for	1062
ship returning home—retained on board	435 (2)
<b>Promotion (Officers)</b>	
Accountant Branch officers—qualifications and examinations for	290-7
acting time—counting of	244, 253
by Admiralty order	223 (3)
by Captain's order	223 (3)
by commission	223 (1)
by warrant	223 (2)
calculation of service for	pages 7-8 (Vol. II.)
Captain or Commodore, Second Class, to Flag rank abroad—procedure on	182
commencement of higher rate of pay—date of	1392-3
commissioned warrant and warrant officers—qualifications for	298-316
Commodore, First Class, to Flag rank abroad—procedure	183 (1)
compensatory allowance on	1516a (4)
date of examination, passing certificate, &c.	348
discharge from ship upon—as to full pay after	1357
engineer branch—qualifications and examinations for	275-83
half-pay time—counting of	238
marine officers—examinations of	1157
medical branch—qualifications and examinations	284-9
military branch—qualifications and examinations	259-74
on retirement—no right of command	191 (2)
outfit gratuity to commissioned warrant and warrant officers on	1420 (1)
pay of superior rank—commencement of	1398 (4)
qualifications and examinations for	257-316, App. X.
rank after—retention in inferior	184 (1), (2)
rank and command on	175

<b>Promotion—(Officers)—<i>continued.</i></b>	<b>ART. &amp;c.</b>
recommendations for—half-yearly	515
retired rank—commissions not issued for	223 (4)
senior officer to Flag rank—procedure	183 (2)
service counting for	239, 1398 (10)
“service” counts in full	241 (4)
service required for—how regulated	257
time counting for	239, 1398 (10)
<b>Promotion and Advancement (Men)</b>	<b>376–387</b>
acting ratings	376 (5)
by Captain	379, 380, 386
by Depot Rosters	381–2
clothing or outfit gratuities allowed on	1436
compensatory allowance on	1516a (4)
dealt with by Captain of the Fleet	522
distinguished conduct	377
Early Advancement Rosters	382, 385
failure for higher gunnery or torpedo rating—effect	399 (4)
half-yearly recommendations	383
marines afloat—notification	1140
marines—examinations afloat	1153
marines—N.C.Os. to warrant rank	1154b
marines recommended on quarterly return for	1147 (5)
Old System Ratings	367
Ordinary Advancement Rosters	382, 384
outfit gratuity when temporarily appointed as acting warrant officers	1420 (2–4)
recommendations by Officer of Division	620 (6)
<b>Propellers—care of</b>	<b>1071 (e)</b>
<b>Proportion Books (Ordnance Stores, &amp;c.)—</b>	
deviations from allowances authorised by	1800 (4–6)
instructions in—to be complied with	1789
supplied as books of reference	1790 (2)
<b>Prosecution—</b>	
abroad—instituted by Captain	605 (2)
criminal—at home	606
under Public Stores Act, 1875—report	1755, 1810 (2)
<b>Prosecutor at Court-Martial or Disciplinary Court—</b>	
advice on questions of law by judge-advocate	673 (3)
as witness—procedure	685 (2)
objections to members, &c.	675–6
officer to act as	668 (3), 701 (e)
<b>Protectorates—</b>	
Governor or High Commissioner—salute, particulars of	69 (II.)
Lieutenant-Governors, &c.—salute	69 (III.), (IV.)
<b>Provision Account—</b>	
extra issues—how shown	1691
gunnery course, officers attending	320 (2)
interpreter in Japanese and Chinese—refund in certain cases	340 (9)
rates and conditions of payment	1517
signal course—officers attending	318
torpedo course—officers attending	319 (2)
war course—officers attending	317 (2)
when to be paid	1506 (3)
<b>Provision Allowance—</b>	
definition of	1632 (1)
not payable concurrently with subsistence allowance	1506 (1)
<b>Provision Rooms—care of</b>	<b>1037</b>
<b>Provisions—</b>	
allowances in lieu of	App. IV.
allowance in lieu—authority required	1512
allowance in lieu of—to officers on committees	1492 (2)
allowance of	1632–98
alterations and extra issues—record in log	1025 (3)
army—sea conveyance for	1224 (4)
care, issue and expenditure—responsibility for	1333

## Provisions—continued.

	ART., &c.
commission for purchasing . . . . .	1659 (1)
complaints—investigation at inspections . . . . .	424 (10)
defective—disposal of . . . . .	1823 (2)
demands for—to whom made . . . . .	517
demands—framing, &c., of . . . . .	1701
during war—supplies in neutral port . . . . .	492 (1)
embezzlement—prevention of . . . . .	1755
extra issues authorised in special cases . . . . .	1690-2
fleet—orders by Captain of the Fleet . . . . .	522
foreign powers, other departments, merchant ships, &c.— supplied to or received from . . . . .	1812-7
fraud, &c., when supplying, to be reported . . . . .	15
fresh—maintenance of supplies . . . . .	1702-4
inspection of . . . . .	1719-20
inspections—complaints at . . . . .	424 (10)
insurance not allowed upon . . . . .	1659 (2)
interest or advantage in supply forbidden . . . . .	16 (1)
issue at port where there is no naval establishment—survey before . . . . .	1826
issue of . . . . .	1732-5
issue on repayment . . . . .	1700
issue on repayment—when not entitled to . . . . .	1517 (3a)
issued but not utilised by men drafted to other ships . . . . .	1686 (2)
issues to sick mess . . . . .	1736
landing of—permission for . . . . .	1687
landing or issue on shore—procedure . . . . .	738
local contracts for supply of . . . . .	1770-1
local purchases—avoidance if possible . . . . .	435 (1)
losses, &c.—deductions for recovery of value of . . . . .	1873
maintenance of adequate supplies . . . . .	436
payments for purchases of . . . . .	1781-2
private use forbidden . . . . .	1755
purchases of . . . . .	1769-88
quantities to be taken on board on commissioning . . . . .	525 (1)
receipt and expenditure—immediate record . . . . .	33
receipt of fresh—procedure on . . . . .	1710
receipt, supply, survey, and return of—record in log . . . . .	1025 (3)
receipts for . . . . .	1706-8
regulation of demands . . . . .	436
regulation of supplies . . . . .	525 (2)
remains—verification of . . . . .	1839
return into store—authority for . . . . .	1714 (2)
returned to victualling yard—procedure . . . . .	1748
sale—return into store for . . . . .	1824
ship returning home—disposal . . . . .	435 (2)
ship wrecked, &c.—purchase of . . . . .	616 (2)
ship wrecked, &c.—salvage and disposal of . . . . .	616
ships complete with—responsibility of Flag Officer or Commodore, First Class . . . . .	516
short allowance in case of necessity . . . . .	1688 (2)
slaves—voucher for expenditure upon . . . . .	1878 (3)
sources of supply of fresh, abroad—book of . . . . .	932
standard ration—money allowance to supplement . . . . .	1699
stock on board—information to Captain as to . . . . .	1335
stocks to be carried in seagoing ships . . . . .	App. XVI. (Pt. III.)
stocks to be maintained . . . . .	525 (1), 1705
stowage . . . . .	1716
stowage—responsibility for . . . . .	1035, 1037
substitutes or extra issues . . . . .	1688 (1)
supplied under warranty—survey when . . . . .	1715
supplies defective or short—report to Captain . . . . .	1036
supplies from contractors—survey, &c. . . . .	1709
supplies of fresh—supervision by Medical Officer . . . . .	1294 (2)
supplies of—responsibility for obtaining . . . . .	1332 (3)
supplies—responsibility for maintenance of . . . . .	1334
supplies to detached ships—information as to . . . . .	433
supplies to other ships . . . . .	1737
supply abroad—standing contracts . . . . .	437
supply of—suggestions for improvement . . . . .	433-4

**Provisions—continued.**

	ART., &c.
supply notes	1706-8
supply of fresh, at home ports—book showing	927
surplus—return into store	1714
surveys upon—when to be held	1837
taken out of ship improperly—check on	815 (5)
tenders and prize vessels—supplies for use in	1629-30
theft—report in case of	1755
troops for shore consumption—accounting and claim for issues to	1222
ullages—inspection, weighing and measuring of	1725
unfit supplies from yards or ships—procedure	1713
unserviceable—disposal on paying off	1749
vessels conveying—delay in unloading, &c.	1063 (1), (2)
vessels or lighters—clearing or loading	1063
vouchers for purchases	1780
warehousing—payments for	1659 (1)
weights and measures for issue of	1732
<b>Provision Room—precautions when entering</b>	1084 (1)
<b>Provost Marshal—</b>	
allowance	1410 (2-4)
appointment and duties	668 (2), 701 (1)
<b>Public Balls and Entertainments—uniform to be worn by officers at</b>	155 (2)
<b>Public Meetings—lectures, &amp;c., on naval subjects, forbidden</b>	14
<b>Public Office—ensign and jack carried by ships and vessels of</b>	123
<b>Public Stores Act, 1875—</b>	
arrest or prosecution under—report of	812 (1)
prosecutions under—report of	1755, 1810 (2)
<b>Publication—</b>	
forbidden, except with permission	14
Naval Officers on half pay	14 (4)
<b>Pumping Arrangements—</b>	
Engineer Officer's knowledge of	330
Shipwright's knowledge of—examination	339
<b>Pumping Engines—hydraulic—repair of by Engineer Officer</b>	888 (1)
<b>Pumps—</b>	
acquaintance of Shipwright Officer with	644 (10)
condition, repair and rigging of—duties of Shipwright Officer in regard to	644 (5)
drawings showing position of	1068
fire service—drawings showing position of	541 (2)
information furnished to the Engineer Officer as to	950
suctions, seacocks, and valves—opening and closing of	957 (1)
<b>Punishment Returns</b>	1852
conviction by civil power—notation of decision upon	812 (6)
particulars entered in	752 (3), 753 (2), 775a (12)
quarterly return—abstracting of	827 (2)
war—modified procedure in time of	App. XIX. (Pt. IX.)
<b>Punishment Warrant</b>	755
approval of superior officer required in certain cases	752 (2)
authorised maximum punishment exceeded—notation	757 (1)
charges for losses or damage—notation of	1373 (3)
civil power conviction—not required for penalties upon	812 (6)
corporal punishment—for award of	781 (2)
dating and reading	755 (2), 770
delay in signing and reading—notation of reasons for	754 (1)
deserters or absentees—notations in regard to	808 (4)
drawing up of—instructions for	755 (1), (2), (5), 756 (2)
leavebreaking offences—how described on	755 (1), 792 (5)
officers authorised to sign	752 (2)
reading of	755 (2)
record in log	1025 (3)
signature of complaining officer	755 (1)

**Punishments (Generally)—**

absence of Captain—authority during	ART., &c.
arrest does not constitute	173 (2)
character—effect upon	722 (2)
charge of persons under or awaiting	829 (9)
Court of Inquiry no power to award	816 (3)
discharge involved or following	703 (2)
disease—of men for concealing, producing, aggravating, or feigning	1624 (10), App. III. Part II E.
marines—record of	1289
men undergoing—list to Executive Officer	1182 (1)
offenders in transports or freightships	816 (2)
pension—form showing effects upon	1223 (4)
provisions in Naval Discipline Act for—display and reading of	1940
	729

**Punishments—Summary**

Air Force men	752-800
Air Force men embarked for passage	752-3, App. XX.
Air Force—ratings attached to	1213 (5), (6), (8), (11), App. XX.
ashore—authority to award to men	777 (6)
authorised maximum exceeded—notation of reasons	752 (3)
authority to award	757 (1.)
award of—guide for	752-3
carrying out of—responsibility for	826 (2)
charges against wages to be considered when awarding	816 (1)
consequences of—to be considered	754 (4)
daily record—disposal, and opening of new	754 (4)
daily record of	827 (3)
delay in award—notation of reasons for	827
duration and date of award	754 (1)
entry in conduct book	755 (3)
excessive—to be avoided	826 (7)
general directions	754 (4)
Keyham, Royal Naval College—award at	756
ledger—notation in	753 (4)
losses or damage—notations in regard to	1563 (3)
marines detached on shore—award, report, and record of	1373 (3)
maximum for each offence—table of	1134
medals—for selling or making away with	757 (I.)
modification or withdrawal of award	1560 (3)
notation on conduct sheet	755 (4)
offences committed in military detention barracks—procedure	775a (10), 823
Officer of the Watch, &c.—record of awards by	730
officers authorised to award	753 (2)
record and return of	752
record of—inquiry at inspections	752 (3), 753 (2)
sick men—alternative procedure in the case of	424 (6)
soldiers embarked for passage	754 (2), (3)
soldiers and aircraftmen embarked in H.M. Ships	1213 (5), (6), (8), (11)
suspension of sentence	App. XX.
suspension on Sunday	775a
table of	756, 783 (6)
tenders and boats—authority to award in	757
warrants—officers authorised to award those requiring	752 (3), (4)
	752 (2)

**Purchases**

authority for, and report of	1769-88
commission upon—when allowed	1769
examination of	1659 (1)
fees or gratuities in connection with—forbidden	1785
fleet or squadron—of supplies for	1788
forms	1779
improper or unauthorised—recovery in case of	1786
local—rules for	1873
medical stores and medicines	1772
neglect, fraud, or malpractices discovered in connection with	1784-5
payment in local currency for	1776
payments—how made and authority for	1652
replacing rejected articles supplied under contract—report	1781-4
sick berth—of articles for	1778
stores—advice and report in connection with	1783
	1777

**Pu—R.**

**Index.**

<b>Purchases—continued.</b>	<b>Art., &amp;c.</b>
stores—payments under Captain's authority for	1657 (1)
survey of	1774, 1825
vouchers and certificates for	1780
where forbidden	1769 (3)

**Q**

<b>Qualifications—</b>	
officers—for promotion	257–316
petty officers, men and boys—required of	351–405, App. XV. (Pt.I.)
<b>Quarantine</b>	1881–3
<b>Quarantine Officers—bedding—loan of marked</b>	1739 (5)
<b>Quarrelling—</b>	
forbidden	6
prevention of	815 (6)
<b>Quarter Bill—</b>	
preparation—responsibility for	900 (1), (4)
use, distribution and responsibility for	612 (1), (2)
<b>Quarter Deck—salute when coming on</b>	146 (1)
<b>Quartermaster—trusses disqualify for duty</b>	1023 (3)
<b>Quarterly—meaning of the term</b>	page xiv
<b>Quarters—</b>	
clearing in time of war	528 (1)
during action—responsibility of Lieutenant	618
evening—report as to inflammable liquids	540 (17)
general—precautions as to water-tight doors	543 (1)
Midshipmen to attend at	App. X. (Pt. I. Sec. II. (19) (22))
night exercise at	530
officer inspecting at—salute to	148 (4)
Ship's Steward ratings and Officers' Stewards, Cooks and servants	612 (3)
weekly exercise in	582 (1)
<b>Quarters for Officers and Men—</b>	
arranged on commissioning	526
fire precautions—posting of notice	540 (23)
officers ashore serving with land forces—regulation of	220
<b>Queen Alexandra—</b>	
birthday salute	49 (1), 63
embarked—hoisting of standard, salutes, &c.	41 (2)
reception of—national anthem to be played	131 (2)
<b>Queen—The—</b>	
birthday salute	49 (1), 62
embarked—hoisting of standard, salutes, &c.	41 (1)
reception of—national anthem to be played	131 (2)
<b>Quinine—sulphate of—issue and formula for</b>	1282 (1), (2)

**R**

<b>R—</b>	1361, 1362 (2)
assessment of character on being marked	829 (4)
effect of notation on pay	802 (1), 1361 (1)
notation on service certificate	830 (8)
notation or removal of	802, 1361 (2), 1362 (2)
removal—effect upon good conduct badges	741 (3), 744
removal—effect upon pension	1361 (1), 1941 (1)
substitution for "R.Q."	806 (4)
<b>R.F.A.</b>	31a (2)
<b>R.M.—on service certificate</b>	830 (3)
<b>R.M.G.—on service certificate</b>	830 (3)
<b>R.P.</b>	1434

# Index.

# R.—Ra

		ART., &c.
<b>R.Q.</b>		1861, 1862 (2)
notation of and removal		806
<b>Radio Telephony—</b>		
precautions to ensure secrecy		538 (3)
<b>Rain—</b>		
signals by fishing, &c., vessels in		1041 (9) (i)
sound signals in		1041 (15)
speed of fleet or ship in		978 (1)
speed of ships in		1041 (16)
<b>Range Finders—</b>		
conveyance from abroad		442
fitting and adjustment—responsibility for		900 (2)
precautions to ensure secrecy		538 (3)
responsibility for		648a (1)
turret and mountings, new construction—examination before commissioning, &c.		1052 (2)
<b>Range Fund—</b> formation and administration of		1371 (7-8)
<b>Rangetaker 1st Class—</b> ratings eligible for	396 (2), App. XV. (Pt. III. (38))	
<b>Rank and Command</b>		168-222
“additional” Captains and other military branch officers		189
“additional” officers of non-military branches		190
“additional”—persons borne as		190
Assistant Constructors afloat		839 (3)
boats or tenders—officers in		176
broad pendant—Captain authorised to wear		196-8
cadets		214
Captain of the Fleet		193
Captains and Commanders		207-11
Chaplain of the Fleet and Chaplains		215
Chief of the Staff		195
Commander acting as Captain of a ship		209
Commanding Officers of H.M. Ships—ashore and afloat		173 (1)
Commodores		188a
Commodore, First Class, in presence of senior Captain		170, 197 (4)
Commodore, First Class, promoted to Flag rank		183 (1)
Commodore in presence of senior Captain		170
Commodore, Second Class, or Captain promoted to Flag rank		182
engineer officers		169 (2)
Flag officers		192
Flag officers, Captains of the Fleet and Commodores		192-206
Flag officers of same rank serving together—rule as to		105
Lieutenant appointed to act as Captain of a ship		210
Lieutenants and other officers of the military branch		212-4
marine officers and non-commissioned officers		1135
marine officers with brevet rank		1135 (6), (8)
Midshipmen		214
military branch officers		169, 171, 172 (1)
non-military branch officers		172 (1), 215-7
officer appointed to act as Commander of a ship		211
officer upon whom chief command abroad devolves		204-5
officer upon whom command of home port or Home Fleets devolves		203
officers in general		168-91
officers lent		186
officers on passage—if doing duty		187
order of—in the various branches		219
pensioned, retired, &c., officers called into active service		191 (2), (3)
petty officers, men, and boys	218, App. XV. (Pt. I.)	
promoted officers		175
promoted officers generally		184 (1), (2)
Royal Australian Navy—officers of		181a
senior officer in ship other than his own		185
senior officer promoted to Flag rank		183 (2)
ship wrecked, &c., or captured—power and authority of		
Captain and others		177
ship's company	218, App. XV. (Pt. I.)	
subordinate officers of military branch		214



<b>Rank—Relative—</b>	<b>Art., &amp;c.</b>
colonies—Royal Family, and naval and military officers commanding in . . . . .	222
consular authorities—with naval officers . . . . .	98
courts of inquiry, surveys, &c.—officers on . . . . .	181
officers, R.M.—when serving with officers of the Army . . . . .	1185 (7)
officers of the navy and army . . . . .	219–22
officers of the transport service . . . . .	App. VI.
retired officers holding honorary rank—when called out . . . . .	219
<b>arotonga—Resident Commissioner, salutes and visits . . . . .</b>	<b>69 (III.) (Note)</b>
<b>Rating—</b>	
acting—advancement to . . . . .	384
advancement and confirmation in—dealt with by Captain of the Fleet . . . . .	522
advancement in—effect of failure for higher gunnery and torpedo rating . . . . .	399 (4)
authority to give . . . . .	App. XV. (Pt. I.)
kit upkeep allowance . . . . .	1440a
list—kept by Divisional Officer . . . . .	620 (1)
non-substantive—pay, qualifications, &c. . . . .	App. XV. (Pt. III.)
old system—re-entry in . . . . .	1424 (2)
qualifications and examinations generally for qualifications required for various . . . . .	375
restoration after disrating . . . . .	App. XV. (Pt. I.)
seniority in—on restoration after disrating . . . . .	776 (6), (6a–d), (7), 777 (3), (5), 777a
skilled—performance of duties by others . . . . .	218 (4)
skilled—transfer to . . . . .	381 (4)
special—duties not to be performed by others . . . . .	391 (3–5)
table of . . . . .	367
transfer from one to another . . . . .	App. XV.
transfer to another ship not to affect . . . . .	391
unskilled—transfer to . . . . .	372
	391 (2)
<b>Rations—</b>	
daily standard . . . . .	App. XVI. (Pt. I.)
number—basis for calculation of . . . . .	1562 (2)
<b>Rats—virus or poison—permission for use of . . . . .</b>	<b>554 (5)</b>
<b>Readiness for Sea—</b>	
accident affecting—inquiry and report . . . . .	568
accidents affecting—report of . . . . .	438
Captain to expedite . . . . .	524 (1)
postponement of—report . . . . .	504
responsibility of Captain . . . . .	566
responsibility of Flag Officer or Commodore, First Class . . . . .	516
<b>Rear-Admiral—</b>	
flag—distinguishing . . . . .	103
flag painted on boats . . . . .	104
foreign—salute . . . . .	76
honours and marks of respect accorded to . . . . .	133
promotion to—commission required . . . . .	223 (1)
qualifications for rank of . . . . .	263
rank and command . . . . .	169, 172, 192
reports on . . . . .	1851
salute—particulars of . . . . .	69(XVII.)
visits of ceremony—interchange with foreign naval officers . . . . .	96
<b>Rear Admiral (E)—promotion to . . . . .</b>	<b>326 (6)</b>
<b>Rear-Admiral of the United Kingdom—qualification for . . . . .</b>	<b>260</b>
<b>Rear-Admiral, Queenstown—considered a Superintendent . . . . .</b>	<b>465</b>
<b>Receipts—</b>	
before sailing—action by Captain . . . . .	592
provisions, clothing, or victualling stores . . . . .	1706–8
<b>Receiver of Wrecks—</b>	
articles found—disposal . . . . .	1889a
assistance by H.M. Ships to . . . . .	1890

Index.	Re
<b>Reckoning—</b>	ART., &c.
daily—to Captain . . . . .	1020
keeping of—by Lieutenant . . . . .	622 (2)
<b>Recreation—</b>	
fund for provision of . . . . .	856 (3), (4), 859 (3)
physical exercise for . . . . .	908 (6)
<b>Recruiting Officer</b> —private papers of candidates for entry—	
record of . . . . .	354 (2)
<b>Recruiting Service</b> —special instructions for . . . . .	406
<b>Red Ensign—</b>	
colonial merchant vessels—worn by . . . . .	127 (2)
merchant and other vessels—worn by . . . . .	127
merchant ship's refusal to hoist—procedure . . . . .	130 (2)
ships or boats privately owned—to be worn by . . . . .	129 (1 (1))
when to be hoisted by merchant ships . . . . .	130 (1)
<b>Red Sea—</b>	
extra pay for steaming in . . . . .	1476, 1491 (9)
foreign service leave . . . . .	872 (3)
work in confined spaces when in—extra pay for . . . . .	1475 (2)
<b>Reduced Nucleus Crew</b> —paying off for recommission with—	
stores and fixtures on . . . . .	1117 (1)
<b>Re-engagement—</b>	
abroad—procedure and conditions . . . . .	370
after completing time for pension—additional in certain cases . . . . .	1435
after completing time for pension—period, &c. . . . .	1946 (3), (4)
bedding gratuity on . . . . .	1437
declined abroad—retention of men in case of necessity . . . . .	369 (4)
desertion after—report if previously deserted . . . . .	802 (4)
Dominion Naval Forces, men on loan to . . . . .	370 (2)
good conduct gratuity—increase of . . . . .	751 (14)
gratuity to marine on . . . . .	1174 (5), (8), 1562 (2)
leave on, ratings—marines . . . . .	873, 1148 (3)
marines . . . . .	1170-5
marines—procedure and conditions . . . . .	1174
medical examination . . . . .	1312
medical examination on . . . . .	351
non-continuous service men . . . . .	365 (1a), (2)
pension—after completing time for . . . . .	363 (3), (4)
pension—to complete time for . . . . .	363 (2)
plain clothes gratuity . . . . .	1444a
without a break in service—medical examination . . . . .	351, 1312
wording of . . . . .	363 (5)
<b>Re-engagement Pay</b> . . . . .	369 (4)
reckoning of service for . . . . .	pages 7-8 (Vol. II.)
<b>Re-entry—</b>	
abroad—conditions . . . . .	370
after absence of five years—award of good conduct badges . . . . .	741 (2), 744
after absence of less than five years . . . . .	376 (3)
after dismissal with disgrace or ignominy . . . . .	758 (7)
after dismissal with disgrace or ignominy—as to time . . . . .	1941 (1)
after five years' absence—as to pensionable service . . . . .	1937 (3), (4)
age—particulars as to . . . . .	355 (8)
badges—resumption of . . . . .	743
bedding and kit on—free issues of . . . . .	1738 (3-7)
bedding gratuity on . . . . .	1437
certificate—procedure in regard to . . . . .	829 (1), (2)
classification for conduct on . . . . .	781 (2)
classification for leave on . . . . .	785 (2)
clothing gratuity in certain cases on . . . . .	1436
deserter—as to time for pension . . . . .	1941 (1)
dismissed warrant officers—award of good conduct badges . . . . .	744
foreigners . . . . .	356
gunnery or torpedo rating—history sheet of . . . . .	833 (4)
gunnery and torpedo ratings . . . . .	395 (3), (4)
invalided men—documents to be produced by . . . . .	1951
invalided or discharged men . . . . .	368

**Re-entry—continued.**

	Art., &c.
marines—refund after discharge by purchase . . . . .	1172 (2)
medical examination for . . . . .	1315
medical examination on . . . . .	351
men or boys discharged by purchase—refund . . . . .	603
non-continuous service man discharged by purchase . . . . .	603 (3)
non-continuous service men on paying off . . . . .	1131
old system ratings . . . . .	1424 (2)
pay and counting of former service . . . . .	1424 (1)
pensioners—documents to be produced by . . . . .	1954
pensioners—notation on ledger and recoveries from . . . . .	1572
pensioners—procedure in regard to . . . . .	1952
plain clothes gratuity . . . . .	1444a
previous service—as to counting of . . . . .	1424 (1)
purchase money—applications for refund . . . . .	1337 (4)
return of—monthly . . . . .	1593 (1)
signal rating—history to be obtained . . . . .	834 (3)
special service men—clothing gratuity to . . . . .	1436 (8)
time-expired continuous service men on paying off . . . . .	364 (4)

**Refit—**

annual in commission—not a “large repair” . . . . .	440 (4)
applications for—to whom made . . . . .	517
alterations and additions to be taken in hand . . . . .	1094 (17)
dockyard officers’ visits to ship requiring . . . . .	1092 (2), (3)
further alterations or additions required at another port . . . . .	1095
in commission—removal of crew to hulk if necessary . . . . .	1100
large—procedure on paying off for . . . . .	1117 (2)
large—report as to stores and spare gear . . . . .	1094 (12)
large—trial and inspection of torpedo and electrical fittings after . . . . .	1052 (11)
losses during—precautions to be taken to avoid . . . . .	1809a
paying off for—disposal of Captain’s Ship’s Book on . . . . .	1850 (2)
postponement of completion—report . . . . .	504
ship at home port—responsibility of Commander-in-Chief . . . . .	498 (1)
ship in commission . . . . .	1097 (2)
survey on paying off for large refit . . . . .	1077

**Refugees—**

expenses of entertainment on board . . . . .	1550
reception and treatment of . . . . .	488
reception of—joint action with foreign ships . . . . .	489 (1)
women and children as —allowance for entertainment of . . . . .	1542

**Register—**

correspondence—keeping and disposal of . . . . .	1848
--	------

**Registered Postal Packets—**

procedure for dealing with . . . . .	579-582a, 821 (7)
--------------------------------------	-------------------

**Registrar-General—return of births and deaths to**

	1857
--	------

**Regulating Branch—**

application of term . . . . .	814-22
cells—visits to men in . . . . .	815 (1)
duties—responsibility for performance of . . . . .	783 (10)
extra pay for collecting deserters or absentees . . . . .	814
instructions for . . . . .	810, 1484
marines on probation—bedding of . . . . .	814-822
paying off—duties during . . . . .	1739 (2)
payments—attendance at general and miss-muster . . . . .	1124
report upon—half-yearly . . . . .	1602 (4)
temporary employment in—armlets . . . . .	1854 (2)
transfer of marines to . . . . .	815 (4)
wages, prize shares, qualifications, &c. . . . .	1178 (4)
	App. XV. (Pt. I.)

**Regulating Petty Officer—**

cells—visits to men in . . . . .	783 (10)
duties of . . . . .	815-22
duties when Master-at-Arms absent . . . . .	822
Master-at-Arms’ duties—performance of . . . . .	822
passing for—return of . . . . .	1854 (1)
promotion of . . . . .	381-2

<b>Regulating Petty Officer—continued.</b>	ART., &c.
transfer of marines to . . . . .	1178 (4)
vacancy for—procedure . . . . .	1854 (1)
<b>Regulations (Generally)—</b>	
interpretation or departure from—questions relating to . . . . .	1869
local—knowledge of, by Captain . . . . .	524 (2)
obedience and attendance to—by ships . . . . .	516
observance and enforcement of . . . . .	1
<b>Relatives—</b>	
addresses—verification of . . . . .	829 (13)
death—communication in case of . . . . .	575 (4-6)
effects of deceased officer or man preserved for . . . . .	1631 (1)
good conduct gratuity—payment on death of man eligible . . . . .	750 (11), 751 (12)
gratuities in certain circumstances to . . . . .	2015
illness—information in serious cases of . . . . .	575 (1-3)
ledger—notation of particulars on . . . . .	1563 (2)
officers—gratuities for wounds or injuries . . . . .	1914
payment of pensions to—mode of . . . . .	2024
<b>Reliefs—</b>	
ship completing for conveyance of—muster . . . . .	423 (6)
ships conveying—inspection on return . . . . .	423 (6)
<b>Religion—</b>	
disparagement of, forbidden . . . . .	6
men and boys—candidates for entry . . . . .	353
notation on service certificate . . . . .	830 (4)
<b>Religious Books—</b>	
custody of . . . . .	651 (2)
Divine Service—arrangements for . . . . .	711-2, 714 (1)
<b>Religious Denominations—Various—</b>	
funeral service for men of—arrangements for . . . . .	653
list of members—kept in each ship . . . . .	712 (4)
ministrations to members of . . . . .	714-5
return of numbers . . . . .	1856
service certificate—record on . . . . .	652 (3)
<b>Religious Instruction—by Chaplain . . . . .</b>	655
<b>Religious Ministrations—</b>	
allowances payable for . . . . .	1412
arrangements for . . . . .	650-5
hospitals, sick quarters, and prisons—arrangements for . . . . .	713-4
members of various religious denominations . . . . .	714-5
ships without Chaplains . . . . .	713
sick—arrangements for . . . . .	713-4
<b>Remark Book—Lieutenant's—inspections—production at . . . . .</b>	424 (6)
<b>Remark Book—Navigating Officer's—</b>	
barometers, thermometers, &c.—record of . . . . .	1008
keeping, examination, and disposal of . . . . .	1027
sounding and surveying—forwarding results of . . . . .	1030
surveys noted in . . . . .	985
<b>Remarks—about superiors forbidden . . . . .</b>	10
<b>Remittances—</b>	1650
canteen tenant may make . . . . .	856 (11)
Captain—regulations to be observed by . . . . .	589
explanation to men . . . . .	620 (7)
hospital patients . . . . .	1601 (5-8)
marines afloat—issue to . . . . .	1145
mess debts—in settlement of . . . . .	847 (4), 848
prisoners of war—by officers or men detained as . . . . .	1685 (b), (f)
war—modified procedure in time of . . . . .	34, App. XIX. (Pt. II.)
<b>Removal Expenses—</b>	
Naval ratings and marines discharged to pension or invalided . . . . .	1505 (5)
petty officer instructors and Divisional Armourers to R.N.V.R. . . . .	1496 (9)
when not borne by the public . . . . .	1496 (2)

	Art., &c.
<b>Repairs—</b>	<b>1091-1101</b>
abroad—procedure	1093
applications for—to whom made	517
Captain of the Dockyard visiting ship to report on	1060
civil or medical establishments abroad without superintendent	459 (4)
collision with merchant ship—after	578 (4), (5)
contract for—abroad	1093 (11)
defects—by ship's staff	566 (2-3), 1092 (9), (9a)
docking for—retention or removal of explosives on	898 (1-3)
dockyard—co-operation of ship's officers with dockyard officers	1096
dockyard—inspection after	1097
dockyard officers' visits to ship in connection with	1092 (2), (3)
dockyard—to ships in commission by	1091
during war—in neutral port	492 (1)
engineer's defects—report by Engineer Rear-Admiral or Engineer Captain	940
execution by private persons abroad	459 (3)
expenditure on—guidance in regard to	1101
foreign port—ship docked at	1107
gun mountings and torpedo fittings	892
gunnery—action when other departments involved	900 (6), 901 (4), (5)
hired men assisting in—engagement and victualling of	1108
"large repairs"—annual report of ships requiring	440
"large repairs"—definition	440 (4)
machinery and boilers—record if not carried out	960
machinery—arrangements for	963
machinery or boilers—responsibility of the Engineer Officer	969
machinery—responsibility for and execution of	888
mainguards—precautions to be taken before repair or inspection	901 (9)
mechanical—execution of	947 (1)
men of other ships employed on	1098 (2)
necessary—report by Shipwright Officer	644 (7)
payment in local currency for	1652
payments under Captain's authority for	1657 (1)
private yards—accounts for repairs at	1098
ship in commission—removal of crew if necessary	1100
small—to stores, guns, carriages, mountings, &c.	1099
steam trials after—instructions regarding	912
stores—advice and report of expenses in connection with	1777
stores—arrangements in regard to	1827
stores demanded for	1092 (10)
stores landed for	1791 (2)
stores purchased for repairs at private yards—accounting for	1098
<b>Report—Captain's—leave of men in</b>	<b>723</b>
<b>Reports (Generally)—</b>	
by officers of ship to Admiralty—procedure	1804
Captain's responsibility for	1841
confidential—preservation of secrecy	411
"confidential"—when to be so marked	411
false in connection with purchases—procedure	1776
forms established for—adherence to	1844
junior Flag or other officers—how to be addressed by	1863-4
officers—rendering, &c., upon	1851
paying off—required to be rendered on	1132
rendering of	1841
ships, &c., at home ports—how transmitted	499
ships of division under a Flag Officer, &c.—to whom sent	517
signature in attestation of correctness	1845
Surgeon Rear-Admiral's—how forwarded	1262
<b>Representations—matters respecting lower deck</b>	<b>11</b>
<b>Reprimand by Captain—award and record of</b>	<b>757, 797</b>
<b>Reserved List—</b>	
calling into active service of officers on—pay, &c., and command	191
members of Courts-Martial	670 (3)
naval, Greenwich Hospital and Travers pensions to officers on	1927-9

Index.	Re
<b>Reserved List—continued.</b>	ART., &c.
uniform of officers on—wearing of . . . . .	156
widows of officers on—pensions awarded to . . . . .	1991
<b>Reservists—marriage allowance . . . . .</b>	1627 (3)
<b>Residence—Official—</b>	
Commander-in-Chief of home port—termination by . . . . .	514
rules to be observed . . . . .	417
taxes—payment of . . . . .	417
<b>Resident Commissioner in the New Hebrides—salutes and visits</b>	69 (III), (Note)
<b>Resident Medical Officer in Civil Hospital—</b>	
candidate for entry as Surgeon holding post of . . . . .	288 (2), 289 (2)
service as—how counted . . . . .	289
<b>Residents—British—salutes in India . . . . .</b>	55 (1), 58
<b>Resignation—</b>	
applications for . . . . .	256
interpreter within three years of qualification . . . . .	340 (9)
killed on service after—pension and allowances to widows or children . . . . .	1979
<b>Respect—</b>	
Captain to show example of . . . . .	720
conduct likely to lessen, forbidden . . . . .	10
pilot—treatment of . . . . .	1000
towards superior officer . . . . .	5
<b>Respect—Marks of . . . . .</b>	131-49
army or navy—to superiors in . . . . .	721
boat-keepers—mode of saluting . . . . .	149 (5)
funeral party afloat . . . . .	149 (5)
inspection or muster without arms . . . . .	148
non-military branch officers . . . . .	140
officer passing another in a boat . . . . .	149
troops—rendered to naval officers by . . . . .	140
<b>Restraint—unnecessary—not to be used . . . . .</b>	722 (2)
<b>Retired Officers—</b>	
abroad—permission required before going . . . . .	867
appointment or discharge—travelling expenses on . . . . .	1496 (2-6).
called into active service—pay, &c., and command . . . . .	191
called into active service—rank when holding honorary rank . . . . .	219
committees or special duties—allowances for employment on . . . . .	1493 (4)
death—claim to residue of retired pay or pension on . . . . .	2024
decorations, orders and medals—wearing in evening dress . . . . .	167 (16)
employment on hydrographic work . . . . .	1416 (7)
good service pensions of . . . . .	1922-6
honours and marks of respect accorded to . . . . .	136
killed on service—pensions and allowances to widows and children . . . . .	1979
members of Courts-Martial . . . . .	670 (3)
misconduct or unfit—penalties for . . . . .	2017 (2), App. XI.
naval, Greenwich Hospital and Travers pensions . . . . .	1927-9
retained in ship . . . . .	184 (3)
shore appointments—reports . . . . .	1851 (6c)
uniform—wearing of . . . . .	156
widows—pension to be awarded to . . . . .	1991
<b>Retired Pay—</b>	
civil, colonial, or foreign employment—conditions as to payment during . . . . .	2017
commutation . . . . .	1980
commutation—effect of . . . . .	2004
deductions for losses, damage, &c. . . . .	1373
discharge to—form to be made out on . . . . .	1599 (3).
increase—counting of "service" towards . . . . .	241 (4)
losses or damage to stores—liable for . . . . .	1417 (5)
misconduct—deduction on account of . . . . .	1978 (2)
misconduct—forfeiture or suspension for . . . . .	2017 (2)
misconduct or unfit officers . . . . .	App. XI.

**Retired Pay—continued.**

	ART., &c.
payment—general instructions for	2017-25
payment—modes of	2020-1, 2024
retired officers required to serve	191

**Retirement—**

abroad at own request—cessation of pay	1358
Captains declining promotion in proper turn	264 (2)
Captains not qualified by service for promotion in turn	263 (2)
commissioned officers, R.M., from warrant rank—age for	1210
compulsory—pay of officer discharged abroad for	1357
compulsory—Surgeon Lieutenant-Commander failing to qualify as Surgeon Commander	286 (4)
Interpreter within three years of qualification	340 (9)
misconduct or unfitness—on account of	App. XI.
petty officers and men—age for compulsory	1942
promotion on—commission not issued for	223 (4)
regulations for officers—where to be found	255
representations as to	11
time counting for purposes of	1398 (10)
warrant officers, R.M.—age for	1210

**Return Salutes** 91-4**Returns**

	1841-5, App. XVIII.
Accountant Officer—list of those kept by	1561
Admiralty—general instructions for forwarding to	1865-6
allotments—monthly, of changes in	1597
arrival at home port—rendered by Captain of ship on	1885 (a)
Captain's responsibility for	1841
Commanders-in-Chief—to be rendered by	App. XVIII. (Pt. II.)
commissioning of ship—to be rendered on	506
deaths and desertions	1596
dispensed with in time of war	34 (2), App. XVIII. (Pt. I.)
entries and discharges from ship's books	1595
entries and re-entries—weekly and monthly	1593 (1)
filling up by Midshipmen prohibited	App. X. (Pt. I., Sec. II.(7))
forms established for—adherence to	1844
numbers borne	1594
paying off—required to be rendered on	1132
periodical and occasional—rendering of	1842
periodical—transmission of	1874
punishment—rendering of	1852
ships, &c., at home ports—how transmitted	499
ships—to be rendered by	App. XVIII. (Pt. I.)
signature in attestation of correctness	1845
Surgeon Rear-Admiral's—how forwarded	1262

**Revenue Officers—bedding—loan of marked** 1739 (5)**Rewards—**

deserters abroad—local regulations for	445
deserters, absentees, and leavebreakers—for apprehension of	807
deserters and absentees—charged against wages	808 (4)
officers deserted—no reward for apprehension	807 (2)
naval ratings—for apprehension of deserters and absentees	807
torpedoes and mines lost—for recovery of	898 (5), (6), (11)
torpedo lost—payment of claim for recovery	898 (9)

**Ribbons for Decorations and Medals—**

description and instructions for wearing	167 (12-13)
petty officers and men—possession and wearing by	550 (2)

**Ridge Ropes—condition of—responsibility of Shipwright Officer** 644 (2)**Rifle Exercises—instruction of various ratings in** 402**Rifle Firing—**

by sentries—occasions for	120, 141
prizes and badges to marines for	1160
prizes to seamen and marines for	1446

**Rifle Ranges—extra pay for service at** 1490, 1491 (9)

		Art., &c.
<b>Rifles—</b>		
condition—examination and report as to	.	890
cleaning—responsibility for	.	648a (1)
defective—exchange of	.	890
examination by gunner	.	630 (1)
marines—where to be kept	.	1163 (2)
stripping, examination or repair—ordnance artificer staff to carry out	.	900 (3a)
<b>Rigger—</b>		
appointment of rating as	.	1127
candidates for—recommendation of	.	1126
discharge to dockyard as—pay ticket	.	1599 (1)
Greenwich age pensions for	.	1961
Greenwich Hospital benefits for	.	1968
pension—time counting for	.	1943 (7)
<b>Rigging—</b>		
alterations in establishment of	.	1069 (1)
examination of—report to Officer of the Watch	.	619 (15)
inspections—inquiry as to preservation	.	424 (15)
paying off—instructions to Boatswain in regard to	.	643 (5)
paying off—return to store on	.	1119
responsibility for	.	1033 (1)
screws for—measures for preservation	.	1829 (2)
serviceable condition of—responsibility of Boatswain for	.	643 (2)
<b>Rioting—</b> forbidden		
	.	6
<b>Riots—</b> landing of party to assist civil power at home		
	.	479
<b>Rivers—</b> navigation—special rules for		
	.	1041 (30)
<b>Road Transport—</b> mechanical—allowances for driving App. XV. (Pt. III., 59 & 60)		
<b>Rocks—</b> vicinity of—precautions when ship in		
	.	982
<b>Rolling and Pitching—</b>		
observation and report of	.	610
record in log	.	1025 (3)
<b>Roman Catholics—</b>		
Divine Service—arrangements regarding	.	711-2
funeral service—arrangement for	.	653 (1)
<b>Ropes—</b> steel wire—responsibility for care of		
	.	973
<b>Rotely Bequest—</b> educational grants to children from		
	.	2010
<b>Rounds—</b>		
evening—lights authorised after	.	540 (4)
evening—Master-at-Arms to attend officer going	.	817 (3)
night—directions to Officer of the Watch	.	619 (14)
<b>Route Orders</b>		
	.	1497
<b>Routine—</b> new entries—to be explained		
	.	361
<b>Royal Australian Navy—</b>		
flags, &c., worn by	.	122
rank and command of officers	.	191a
transfer to—allotments on	.	1598 (7)
<b>Royal Bounty—</b>		
gallantry in action—to marines for	.	1206 (2)
widows and children of officers killed in action	.	1996
<b>Royal Family—</b>		
birthday of member—when salute to be fired	.	50
definition of term	.	54
in India—salute	.	55 (1)
members of, embarked—standard, salutes, &c.	.	41 (4)
precedence in the colonies	.	222
reception of—national anthem to be played	.	131 (2)
salutes by foreign ships—return of	.	92 (3)
salutes, when to be fired	.	42
visits to ships—ceremony to be observed	.	42 (2)
<b>Royal Fleet Auxiliary—</b> application of the term		
	.	31a (2)



<b>Royal Fleet Reserve—</b>	<b>Art., &amp;c.</b>
enrolment after discharge by purchase . . . . .	603 (3)
enrolment in—procedure . . . . .	604 (2)
not to be enrolled in unless vaccinated . . . . .	1316 (10)
pensioners to serve in . . . . .	1934 (6)
pensions—additional at age of 50 . . . . .	1936
recommendation for—notation of . . . . .	830 (9), 1563 (3)
special service men—enrolment of . . . . .	App. XV. (Pt. II.)
special service men recommended for transfer to . . . . .	369 (3)
special service men unfit for—report . . . . .	598
<b>Royal Humane Society's Medal—</b>	
awards—list of where shown . . . . .	157
notation on service certificate . . . . .	830
recommendations for rewards of . . . . .	611
wearing . . . . .	167 (14)
<b>Royal Indian Marine Officers—</b>	
gunnery and torpedo—short courses in . . . . .	321 (9)
salutes . . . . .	721
<b>Royal Marine Artillery—gunnery, land—training in . . . . .</b>	<b>1156 (9)</b>
<b>Royal Marine Gunner—</b>	
compulsory retirement—age for . . . . .	1209a (1)
disposal on paying off . . . . .	1129 (1)
N.C.O.'s, R.M., qualifying for—selection for advanced course for R.M. Gunner (†) . . . . .	337 (2f)
outfit gratuity . . . . .	1420 (1)
promotion for war or distinguished service . . . . .	1133a
service—how counted . . . . .	1209a (1)
travelling warrant—class of . . . . .	1498 (1)
waiting disposal—where borne . . . . .	229 (2)
when not employed afloat—where borne . . . . .	1159
widows' pensions and compassionate allowances . . . . .	1209a (2)
<b>Royal Naval Auxiliary Sick Berth Reserve—engagement and service certificate . . . . .</b>	<b>App. XIX. (Pt. XI.)</b>
<b>Royal Naval Reserve—</b>	
children of petty officers and men of—arrangements, in certain circumstances, for education of . . . . .	2011-2
entry in Royal Navy from . . . . .	354 (4)
gunnery and torpedo—short courses for officers in . . . . .	321 (9)
men killed or drowned—pensions and allowances to widows and children . . . . .	2014
officers—certificates of . . . . .	824 (5)
officers—discipline during training . . . . .	902 (2)
officers' instruction abroad—pay and reports . . . . .	902
service certificate—issue of on mobilisation . . . . .	App. XIX. (Pt. XL)
training and discharge—responsibility for . . . . .	522
<b>Royal Naval Volunteer Reserve—</b>	
entry of member in Royal Navy . . . . .	354 (5)
instructors not eligible for extension pay . . . . .	1435 (3)
officers—certificates of . . . . .	824 (5)
petty officer instructors and Divisional Armourers—removal expenses of . . . . .	1496 (9)
training and discharge of—responsibility for . . . . .	522
<b>Royal Personages—passage—entertainment during . . . . .</b>	<b>1540 (2)</b>
<b>Royal Red Cross—rules and ordinances . . . . .</b>	<b>157</b>
<b>Royal Salutes . . . . .</b>	<b>39-54</b>
fixed dates for . . . . .	49
in India—number of guns . . . . .	55 (1)
not returned . . . . .	91
number of guns . . . . .	39
<b>Royal Standard—</b>	
mast to be worn on . . . . .	111 (2)
on shore—salutes . . . . .	43

# Index.

# Ro—Sa

<b>Royal Standard—continued.</b>	<b>Art., &amp;c.</b>
personal to the Sovereign . . . . .	40 (5)
salute in India . . . . .	55 (1)
where and when hoisted . . . . .	40 (2), (5)
<b>Rupture—</b>	
cases sent to hospital . . . . .	1303
commissioned warrant and warrant officers—gratuities to . . . . .	1913 (1)
hurt certificates—condition as to issue of . . . . .	1318 (3), (6)
marines with—pensions to . . . . .	1206 (3–5)
<b>Rust—removal of . . . . .</b>	1071 (f)
<b>Ryder Memorial Prize . . . . .</b>	<b>App. X. (Pt. IIb. (10))</b>
winner may instruct junior officers in foreign language . . . . .	342 (3)

## S.

<b>(S)—signification of . . . . .</b>	325 (3)
<b>S.M.O. . . . .</b>	page xii (Vol. I.)
<b>S.O., R.M. . . . .</b>	page xii (Vol. I.)
<b>S.S.—signification of . . . . .</b>	366
<b>Sacrament—bread and wine for . . . . .</b>	1726
<b>Safety Valve—load on—reduction of . . . . .</b>	966
<b>Sailing—</b>	
bill of health obtained on . . . . .	1883
delayed—report . . . . .	505
men absent on—procedure . . . . .	791
men in prison or under detention on . . . . .	775 (3)
men left in hospital, &c.—procedure . . . . .	599, 600
risk of collision—rules for avoiding . . . . .	1041(17–27)
<b>Sailing Directions—</b>	
allowance to officers for preparation of . . . . .	1416 (7)
correction of. . . . .	1015
Court-Martial—admission in evidence . . . . .	690a
drawn up by Navigating Officer—transmission into Office . . . . .	1027 (4)
information affecting—obtaining, forwarding and quarterly return of . . . . .	1016
notices to mariners—insertion of . . . . .	1014
<b>Sailing Orders—</b>	
absentees from ship under—procedure . . . . .	806
acknowledgment . . . . .	1868
delay after receipt of . . . . .	505
leave from ship under—applications for . . . . .	871
officers absent on receipt of—report . . . . .	596
<b>Sailing Ships or Vessels—</b>	
fishing boats to be avoided by . . . . .	1041 (26)
lights to be carried by . . . . .	1041 (5)
meeting—regulations for avoiding collision . . . . .	1041 (17), (22), (23)
small—lights carried by . . . . .	1041 (7)
sound signals in fog, snow, &c. . . . .	1041 (15)
steamship must keep clear of . . . . .	1041 (20), (22), (23)
trawling—lights carried by . . . . .	1041 (9 (d))
<b>Sailmaker Ratings—</b>	
advancement of . . . . .	376a, 381–2
wages, prize shares, qualifications, &c. . . . .	<b>App. XV. (Pt. I.)</b>
<b>Sailmaker's Mate—</b>	
advancement of . . . . .	381–2
rifle and field exercises . . . . .	402
<b>Sailors' Homes—inspection and grants . . . . .</b>	426a
<b>Sails—</b>	
responsibility for care, &c. . . . .	1038
stowage, care of, and report in regard to . . . . .	643 (4)
<b>Sale—</b>	
old stores—accounts for . . . . .	1787
stores or provisions recommended for—procedure . . . . .	1524

Salutes—	ART., &c.
blank cartridges for—preparation of . . . . .	632
British subjects—return salute of . . . . .	91
cartridges for—inspection of . . . . .	900 (1)
civil functionaries—particulars of . . . . .	69
Colours uncased—passing troops with . . . . .	147 (6)
customary in Colonies, &c.—authority for and number of guns	90
delayed by Divine Service—explanation . . . . .	88
exchange—cases in which not allowed . . . . .	75
firing of—noting in signal log . . . . .	559 (3)
fixed dates for firing . . . . .	49
Flag or Broad Pendant—firing, return, &c. . . . .	74
flags to be hoisted while firing . . . . .	95
foreign—firing of, by non-saluting ship . . . . .	85 (4)
foreign national festivals . . . . .	52
foreign naval officers . . . . .	76-7
foreign officials . . . . .	70
foreign Royal personages and others—condition . . . . .	81
foreign ship of war—on meeting . . . . .	79
foreign ship of war—return salute to . . . . .	91
foreign Sovereigns and Chiefs of States . . . . .	44
foreigners of distinction visiting ship . . . . .	77
funeral of civil official . . . . .	153
funeral of Flag or General Officer, Commodore, &c. . . . .	150
funeral—when passing . . . . .	147 (5)
guns—description of and number to be used . . . . .	85 (1-3)
honorary Flag Officers' flags . . . . .	224 (2)
in India . . . . .	55-68
in India—fixed anniversaries . . . . .	62
in India—number of guns by foreign ships . . . . .	66
in India—return of . . . . .	65
in India—table of salutes . . . . .	55 (1)
in India—Viceroy may authorise in certain cases . . . . .	63
inferior authority in presence of superior . . . . .	78
international—exchange of . . . . .	76
lowest rank entitled to . . . . .	75
merchant ship—on embarkation or disembarkation from . . . . .	71
merchant ships—return salute to . . . . .	94
military functionaries—particulars . . . . .	69
national flag and standards in foreign ports . . . . .	47
national—on entering foreign port . . . . .	78
naval functionaries—particulars of . . . . .	69
non-saluting ship—arrangements in case of . . . . .	71
non-saluting ship to fire in certain circumstances . . . . .	85 (4)
not fired—explanation . . . . .	80, 85 (4)
not to be fired unless authorised—exception . . . . .	89
officer holding more than one office . . . . .	84
other standards in presence of Royal or Imperial . . . . .	48
permission of Senior Officer required . . . . .	83
record in log . . . . .	1025 (3)
returned or not returned . . . . .	91-4
Royal . . . . .	39-54
Royal—in India . . . . .	55 (1)
Royal—not returned . . . . .	91
Royal—number of guns, except in India . . . . .	39
Royal—order of, for two or more standards . . . . .	46
ships authorised to fire . . . . .	85 (1), (4)
ships unable to fire—explanation . . . . .	80
standards flying within territorial limits of India . . . . .	48 (2)
Sundays—prohibited hours . . . . .	88
Thames—limit for salutes in . . . . .	86
time of firing . . . . .	87
victory—arrangements for firing on . . . . .	89
<b>Salutes—Personal . . . . .</b>	<b>144-9</b>
army, navy, air force, and R.I.M.—to superiors in . . . . .	721
boatkeepers—mode of making . . . . .	149 (5)
description of . . . . .	144 (1) (5)
inspection or muster without arms . . . . .	148
marines—occasions and description of . . . . .	147 (4)

**Salutes—Personal—continued.**

officer in plain clothes to receive	147 (1)
officer passing another in a boat	149
officers—between	145
on board—when to be made	146
on shore—instructions	147
return of	144 (3)
when passing an officer	144 (2)

**Saluting Magazine—key—custody of** 537 (6)**Salvage**

agreement for settlement of	1889-96
application for distribution of money allowed for—form of	1892
articles found	1878 (5)
award—acceptance and distribution of	1889a
claims by naval officers—documents to be forwarded in case of	1893
claims by naval officers—sanction for	1889 (4), (5)
claims by private individuals	1889 (3)
claims of men—forfeiture on dismissal with disgrace	1896
claims—preliminary steps under Merchant Shipping Act	758 (1)
claims—procedure for enforcement and settlement of	1889 (3)
claims—risk to H.M. Ships or loss of stores not included in	1891-2
crown property by officers or others in H.M. Service	1895
crown property by private individuals	1896
definition of	1889 (2)
extra pay for—authority required	1491 (3)
payments under Captain's authority for	1657 (1)
report of services rendered	1889 (4), (5)
stores—advice and report of expenses in connection with	1777
vessels—hard-lying money	1487

**Salvage Money—**

application for	1878 (5)
assignment prohibited	1879 (1)
payment	1879 (2)
shares not claimed	1879 (3)
shares to which ratings are entitled	App. XV. (Pt. I.)

**Sanitation—**

advice to Commander-in-Chief upon	1263
adviser on	1264a
adviser to Commander-in-Chief upon	1264
fleet—annual report upon	1259
marine infirmaries, dockyard surgeries and sick quarters— report upon	1263 (2)
reports upon—periodical	1264
ships—enquiry in regard to	1255

**Savings Banks**

allotments by marines to	1636
books and forms for	1621
explanation to men in regard to	1636 (1)
paying off—payment of deposits upon	620 (7)
supercession of Accountant Officer—procedure upon	1617 (4), (5)
transfer lists—preparation of	1636 (2-4)
war—modified procedure in time of	1636 (5)
withdrawal of balance—as to date of stoppage of allotment	34, App. XIX. (Pt. III.) 1623 (5)

**Scarlet Fever—officers and men in civil hospitals** 1284 (1a)**Schedules—letters, &c., to Admiralty—forwarding with** 1865 (5)**School—**

attendance at	390, 390a
books—demand, issue and custody of	656 (2), 1817a (13)
materials—allowance for provision of	1653 (1 (b))
Naval Instructor's duties in regard to	662 (3)
quarterly examination and report to Captain— register—acting Schoolmaster to keep	656 (1) 1450
register—keeping of, and disposal	390 (2)
register—weekly examination of	656 (1)
stationery—supply	1817a (5), (12)
supervision of	656 (1)

	ART., &c.
<b>Schoolmaster—</b>	
acting—appointment in vacancy—allowance . . . . .	231 (1), (1b), 233, 1450
appointment—qualifications and selection for . . . . .	312
harmonium—allowance for playing during Divine Service . . . . .	1454
outfit gratuity . . . . .	1420 (1)
paying off—disposal on . . . . .	1129
promotion to—warrant required for . . . . .	223 (2)
waiting appointment—where borne . . . . .	229 (2)
widow's pension—service, &c., qualification for . . . . .	1986 (6)
<b>Scrapers—</b> use on decks . . . . .	1090
<b>Screws—</b> preservation of . . . . .	1829 (2)
<b>Scripture Readers—</b> visits of—restrictions to be observed . . . . .	659
<b>Scuttles—</b>	
condition and security of—responsibility for . . . . .	644 (4)
lights from—precautions as to . . . . .	992
<b>Sea Store Establishments—</b>	
deviations from allowances authorised by . . . . .	1800 (4-6)
instructions in—to be complied with . . . . .	1789
supplied as books of reference . . . . .	1790 (2)
<b>Seacocks—</b> opening and closing daily . . . . .	957 (1)
<b>Seaman Class—</b> meaning of the term . . . . .	page xiv. (Vol. I.)
<b>Seamen Class Ratings—</b>	
cooks for C.P.O.'s or P.O.'s messes—employed as . . . . .	852 (3)
old system—re-entry . . . . .	1424 (2)
promotion of . . . . .	381-2
rank and command . . . . .	218
T.B.D. or Submarine course—notation of completion . . . . .	831 (15)
transfers—report of . . . . .	391 (7)
<b>Seaman Gunner—</b>	
acting—disposal of men with, or recommended for rating on paying off . . . . .	1129
acting—examination for, and appointment of . . . . .	394 (3-6)
Gunnery Lieutenant's Writer—allowance when employed as . . . . .	1463
paying off—disposal of men with, or recommended for acting rating on . . . . .	1129
Physical Training Instructor may hold rating if Leading Seaman . . . . .	400 (3)
qualification and requalification . . . . .	394-5
<b>Seaman Pensioner Reserve—</b>	
drill—pay and pensions when undergoing . . . . .	1430
pensions—additional at age of 50 . . . . .	1936
<b>Seaman Torpedo Man—</b>	
acting—examination for and appointment of . . . . .	394 (3-6)
Physical Training Instructor may hold rating if Leading Seaman . . . . .	400 (3)
qualification and requalification . . . . .	394-5
<b>Seamanship—</b>	
boatswain's—advanced examination of . . . . .	App. X. (Pt. XIIIa.)
boatswain candidates—course for . . . . .	App. X. (Pt. XIIIa.)
men or boys doing duty as bugler not exempted from instruction in— . . . . .	375 (3)
Midshipmen—training of . . . . .	App. X. (Pt. I.)
<b>Seams—</b> examination by Shipwright Officer . . . . .	644 (7)
<b>Search Lights—</b> exercise of—frequent . . . . .	838 (4)
<b>Second Class for Conduct . . . . .</b>	780-2, 1183
badges—time does not count for . . . . .	741 (2)
character—effect upon . . . . .	829 (9)
consequent penalties . . . . .	780 (3), (4)
conviction by civil power may entail reduction to . . . . .	812 (5)
disrating may be accompanied by . . . . .	776 (2)
forfeiture of good conduct medal entailed by . . . . .	778 (3)
good conduct medal and gratuity—effect upon claim to . . . . .	750 (4), (5), 751 (4), (5)
leavebreaking—reduction for . . . . .	793 (4)
marines—effect on badge time . . . . .	1189 (4)
marines reduced to—consequent penalties . . . . .	1188 (5)
marines reduced to—effect upon good conduct medal . . . . .	1192 (4)

		ART., &c.
<b>Second Class for Conduct—continued.</b>		
marines—reduction of		780-1, 1183 (3)
non-substantive ratings qualifying or requalifying—effect upon		401 (3)
offences for which awarded		780 (1)
pay of men in		780 (4)
period in—maximum and minimum		782 (1)
ratings liable to reduction		781 (1)
reduction to, for drunkenness		794 (1a)
restoration to first class		782, 832 (6), 1185
routine for men in		780 (3)
second class for leave follows upon reduction to	780 (3), 786 (1), (2), 787 (1)	
summary reduction to		757, 780-1
time in, does not count for badges		779 (4)
when not to be awarded		780 (1)
<b>Second Class for Leave—</b>		
arrangements for men in		872
offences for which reduced to		786, 787 (1)
reduction to		793 (3)
reduction to—when in second class for conduct	780 (3), 786 (1), (2), 787 (1)	
<b>“Secret”—use of the term</b>		1866 (aa)
<b>Secret Books</b>		1847
personal copies		1847 (2)
<b>Secret Documents—inspections—production at</b>		424 (17)
<b>Secret Orders or Instructions—</b>		
production not be required by senior officer		407-8
shipwreck—preservation or destruction in case of		616 (1)
<b>Secret Rooms—admission to—precautions to be observed</b>		538 (1)
<b>Secret Signals—shipwreck, &amp;c.—preservation or destruction in case of</b>		616 (1)
<b>Secretary—</b>		
allowances to various grades of		App. I.
attendant—employment of marine as		1179 (6)
cabin for		850 (2)
course for		335
disposal on death of Commander-in-Chief		456
nomination and appointment of		228 (3)
qualifications for		290
servants—allowance in lieu of		App. V.
time—counting of		249 (2), (3)
<b>Secretary's Clerk—maximum period of employment as</b>		1338 (5)
<b>Seedies—</b>		
rank and command		218
working suit allowance		1444
wages, prize shares, qualifications, &c.		App. XV. (Pt. I.)
<b>Senior Allowance—Lieutenant's—rates of</b>		App. I. (Pt. I.)
<b>Senior Engineer—punishment awarded by</b>		796
<b>Senior Marine Officer—</b>		
diary of drills and exercises—keeping and disposal		1156 (7), (8)
diary of examinations of officers R.M. for promotion		1157 (3-7)
examinations—preparation of marine officers for		1158
term applicable to		page xii (Vol. I.)
<b>Senior Master—</b>		
appointment—qualifications and selection for		300, 312
harmonium, &c.—allowance for playing during Divine Service		1454
paying off—disposal on		1129
promotion to—commission required for		223 (1)
vacancy for—acting appointment in		231 (1), (1b), 233
waiting appointment—where borne		229 (2)
<b>Senior Medical Officer—officers to whom term is applicable</b>		page xii (Vol. I.)
<b>Senior Officer—</b>		
absent from his own ship and on board another		185
acting appointments—authority to make		231 (1)
anchors and cables lost—responsibility for recovery		584 (1)

Senior Officer— <i>continued.</i>	Arr., &c.
arrival on Station—communications with Governors, Ministers, &c.	447
assistance to Civil and Military Officers	448
Chief of the Staff—precedence and duties when senior officer present	195 (2)
civil and medical establishments—authority over	457-460
civil power—aid to	479
Commodore present, junior to the senior officer—procedure	112
communication with Colonial authorities	472
communications with ships under another Flag or Senior Officer	1862
correspondence	451
Court-Martial—scrutiny of proceedings of	700 (3)
defects—enquiry to be ordered	568 (2)
disabled in action—procedure	200
disciplinary court—assembly of	701g
Divine Service—arrangements for	710-2
duties in general	466-78
flags flown when Colonial, &c., officials embarked—approval of	115 (b), 116
Foreign Enlistment Act—duties in regard to	496
foreigners—relations with	480-96
giving up command—documents and information to successor	454
H.M. Yachts—relations with	467
home ports—duties in absence of port Commander-in-Chief and Admiral Superintendent	513 (3)
Naval Courts—order as to payment of expenses of	706 (2)
pendant—distinguishing	112
promoted to Flag rank—procedure	183 (2)
relative rank in the colonies	222
religious ministrations—arrangements for	715
removal on board another ship	199
responsibility for safety of Fleet, &c.	28
salute to flag or broad pendant	74
ship wrecked or lost—procedure	185
station orders, &c.—correction of ship's copies	571
stationery—supply of	1817a
visits of ceremony—interchange with foreign naval officers	96
<b>Senior Officer's Clerk—allowance</b>	<b>App. I. (Pt. I.)</b>
<b>Senior Service—</b>	
commencement of	251
meaning of the term	page xiv (Vol. I.)
<b>Senior Staff Physical and Recreational Training Instructor—pay, qualifications, &amp;c.</b>	<b>App. XV. (Pt. III. (64))</b>
<b>Seniority—</b>	
deprivation by Court-Martial—effect of	699a (iv)
loss of—pay not forfeited on account of	1400
men re-entered—counting of previous naval service towards	218 (2)
petty officers, &c., after disrating—if subsequently restored	218 (1)
<b>Sentence—</b>	
Court-Martial—instructions to	699-700b
Disciplinary Court—instructions to	701m
remission of—notation on service certificate	775a (11), 830 (11)
suspended—periodical review	700b (15), 775a (12)
suspension of—in Court-Martial cases	699a (11a), 700 (3), 700b
suspension of, penal servitude, imprisonment and detention—	
Marines	1179a
suspension of—summary punishments, &c.	775a
<b>Sentries—</b>	
marines—employment of	1155
near compasses—precautions as to side-arms	1005
paying off—additional to be posted while	1124
rifles to be fired—occasions	120, 141
<b>Sergeant, R.M.—</b>	
distinguished or meritorious service—reward for	1193
pensioner—further annuity for	1193

<b>Sermon—suitability of</b>	Arr., &c. 650 (1)
<b>Servants (Generally)—</b>	
allowance in lieu of	1517a, App. V.
allowances due to—payment of	1609 (1)
disposal on death of Commander-in-Chief	456
employed by officers in receipt of allowance in lieu	358 (19), 829 (3), 1943 (11)
entry from the shore	358 (4), (5)
female, as passengers, &c.—allowance for entertainment of	1542
hospital—as to accompanying officers to	1238
marine—allowed to Chaplain	660
marines employed as attendants	1179, 1568 (4)
nomination for entry—conditions	357, 358 (4)
officers ashore serving with land forces—regulation of claims of	220
passage abroad and home at public expense	1526
passage—number allowed free	1524 (1)
passage—when not allowed free	1524 (2)
passengers' male servants—allowance for victualling, &c., of	1552
pay during passage—when allowed or not allowed	1524 (3)
ship duties—exemption from	612 (3)
stationing at general quarters and fire drill	612 (3)
<b>Service (Generally)—</b>	
desertion—forfeited by, and conditions for restoration after	1361 (1), (2)
extraordinary—extra pay to officers or men for	1491 (1), (2)
how to be reckoned	page 7 (Vol. II.)
pay—reckoning for purposes of	1346 (3)
<b>Service (Officers)—</b>	
avoidance—effect on promotion, full and half pay	241 (4)
certificates not produced—effect of	824
civil employment—counting of	239
definitions and counting of	237–56
definitions—general applicability of	237
engineer officers undergoing course—how counted	331 (3)
full pay—counting of time on	241 (2)
gunnery course—how counted	320 (2)
half-pay—counting of time on	238
junior service—counting, &c., of	248, 249 (4), 250–1
junior service—meaning of the term	page 7 (Vol. II.)
Lieutenants qualifying as Gunnery or Torpedo Officers or going	
through short courses	321 (5–7)
loss of—pay not forfeited on account of	1400
prior to 1899—definitions of	241 (4), (Note)
promotion—how reckoned for	page 8 (Vol. II.), 257
senior service—commencement	251
"Ship-of-War at Sea"—definition of	241 (1), (4)
studying foreign language abroad	340 (3)
wounded, receiving difference between full and half pay	1352 (3)
<b>Service (Men)—</b>	
absence for more than five years—effect of	1424 (1)
Admiralty register of	1593
break in—effect upon claim to medal or gratuity	750 (12), 747 (20)
break in—advancement of ratings with	App. XV. (Pt. I., para. 4)
cell punishment—forfeited during	783 (3)
cells, detention, or absence from Service—calculation of	page 8 (Vol. II.)
desertion—forfeiture by, and as to restoration after	1361 (1), (2)
expiration abroad—detention of marines on	1175
expiration abroad—passage upon	1533
expiration abroad—procedure	369 (2–6)
forfeited—notation on certificate	830 (10), (11)
forfeited on conviction by civil power	812 (3)
imprisonment or detention—forfeited during	774 (1)
marines on probation in ship's police or sick berth staff	1174 (9)
marines—record of forfeiture by	1186 (3), (4)
meritorious service	830 (1)
notation of	829 (3)
pension—counting for purposes of	1943
reckoning for purposes of engagement	369 (1)



<b>Service (Men)—continued.</b>	<b>Art., &amp;c.</b>
rigger in dockyard—counting of time as . . . . .	1126 (3)
“seagoing”—definition of term as used in Appendix XV.	
	<b>App. XV. (Pt. I, para. 9)</b>
<b>Service Marks—Midshipmen—award of . . . . .</b>	<b>App. X. (Pt. I. (21))</b>
<b>Service Pensions (Men) . . . . .</b>	<b>1934-60</b>
<b>Sextant—</b>	
Lieutenant to provide himself with . . . . .	622 (1)
Navigating Officer—provision by . . . . .	1017
Sub-Lieutenants, Mates and Midshipmen—to be provided by . . . . .	624 (7)
<b>Shell—</b>	
labels on—authority for alteration of . . . . .	414
loss overboard of filled—report of . . . . .	568 (2a)
ship entering harbour, dock, &c.—retention in or removal from . . . . .	896 (1-2)
<b>Shell Rooms—</b>	
responsibility of Gunner for . . . . .	627
care of—responsibility for . . . . .	900 (2)
locking and custody of keys while ship in dock . . . . .	896
opening of—general directions . . . . .	536, 537a
<b>Ship—His Majesty's—</b>	
accidents to—report of . . . . .	428
alterations not adding to efficiency . . . . .	566 (3)
alterations or additions authorised—information to Captain on appointment . . . . .	523 (2)
alterations or additions required by Captain on appointment . . . . .	523 (2), (3)
alterations or additions . . . . .	1094
alterations or additions—applications for . . . . .	501
anchored in tide-way—precautions . . . . .	619 (17)
application to dockyard in regard to . . . . .	1060
approaching land or in pilot water—precautions . . . . .	619 (3)
armament changed—trial of new fittings . . . . .	443
arrival and departure—noting in signal log . . . . .	559 (2)
arrival, departure, &c.—record in log . . . . .	1025 (3)
arrival, departure, or passing home port—report by Commander-in-Chief . . . . .	507
authorised to salute . . . . .	85 (1), (4)
avoiding battle—action to be taken when observed . . . . .	520
below deck—daily inspection . . . . .	554 (2)
below deck—distempering . . . . .	554 (3)
captured or lost—appointment of officers in vacancies . . . . .	235
captured, wrecked, lost, &c.—pay of officers and men . . . . .	1355
charge of—directions . . . . .	572
classification, armament, and complement of . . . . .	32
cleanliness to be ensured . . . . .	554
command of . . . . .	171
command of by army officers . . . . .	25
commission or paying off ordered—action by Commander-in-Chief . . . . .	512
commissioning, &c.—test of fittings . . . . .	500
commissioning—drafting of men on . . . . .	502
commissioning or recommissioning at home ports—inspection . . . . .	423 (4-9)
commissioning—returns to be rendered . . . . .	506
completed to full crew—muster at home ports . . . . .	423 (6)
condition and state of—Commander-in-Chief to know . . . . .	419
condition of—report to Senior Officer on meeting . . . . .	407
condition—quarterly examination and report . . . . .	1072
conduct in battle—observation and report of . . . . .	520
conveying reliefs—muster and inspection . . . . .	423 (6)
defects abroad—making good . . . . .	439
defects discovered by Commander-in-Chief . . . . .	419
detached from Commander-in-Chief—reports . . . . .	422
detached—information as to supplies of provisions, stores and coal . . . . .	433
disablement—inquiry and report . . . . .	568 (2)
disposal at home ports during war . . . . .	498 (2)
disposition to avoid local purchases . . . . .	435 (1)
divorced from service by Senior Officer—procedure . . . . .	408

**Ship—His Majesty's—continued.**

	ART., &c.
docking	1102-9
docking, &c.—removal of explosives	539
docking, periodical—arrangements for	441
drawings or plans of—supply on commissioning	1066-8
dressings—record in log	1025 (3)
dryness to be ensured	554
efficiency of—primary considerations in judging	425 (2)
Engineer Officer's knowledge of—examination	330
entering home ports—control by Port Commander-in-Chief	513 (2)
entering neutral ports in time of war	492
equipment delayed—report by Captain	524 (1)
equipment—hastening of	524 (1)
expeditious equipment of	419
first-class, for pilotage—definition of	page xi (Vol. I.)
flags, &c., worn by	118-9
heeling	1082
improper performance of duty in battle	520
in company—noting list in signal log	559 (2)
inspection by Captain on appointment	523
inspections—enquiry as to preservation and efficiency	424 (15)
joining Flag—inspection	423 (1)
keeping station at sea	518
keeping station—responsibility of Officer of the Watch	619 (2), (6)
keeping station when in company	466
"large repairs"—annual report	440
"large repairs"—annual report of those requiring	440
leaving station—inspection	423 (1)
loss or hazarding—Court of Inquiry into	703 (10)
loss or risk in salvage cases	1895
loss, stranding or hazarding—Court-Martial in event of	666, 690
lying at moorings—precautions to be observed	586
manœuvring—instruction of officers	563
meaning of the term	page 6 (Vol. II.), 31a
meeting, passing, &c.—ensign to be hoisted	120 (2)
mistakes and negligence in performing evolutions—correction of	518-9
movements beyond station limits	421
movements—limit of	421
movements—telegraphic reports of	29
movements through locks and basins	1104a
muster and inspection by Commander-in-Chief	423-4
non-saluting—to salute in special circumstances	85 (4)
not commissioned—counting of service in	241 (1)
nucleus crew, recommissioning—inspection	423 (9)
officers quitting ship—permission	3
ordered home—conveyance of invalids, stores, &c.	442
orders to—by Captain of the Fleet	522
painting of—commissioning after survey	1075 (11)
passing—noting in signal log	559 (3)
paying off—disposal of officers and crew	1129
paying off—inspection at home ports	423 (7), (8)
performing evolutions—supervision by Flag Officer, &c.	518
plan of stowage	1034
position—record in log	1025 (3)
postponement of completion—report on	504
preservation—measures to ensure	1069-90
preservation of—duties of Shipwright Officer	644 (7)
proceeding on foreign service—to complete with stores	1791 (3)
property on board when in danger or distress—protection of	1894
purchase or hire of vessel to be fitted as	470
qualities—suggestions for improvement	1022
readiness for service	419
readiness for war	523
repairs, alterations, and additions	1091-1101
requisitioned by Colonial authority—claim for coal expended	1816
responsibility of Commander-in-Chief at home ports	498 (1)
returning home—ammunition retained on board	435 (2)
returning home—disposal of stores, public money, &c.	435 (2)
rolling or pitching—observation and report	610

<b>Ship—His Majesty's—continued.</b>	<b>Art., &amp;c.</b>
safe conduct and steering	30
safety, &c., of—responsibility of Officer of the Watch	619
safety of—responsibility of Flag or Senior Officer	23
sailing delayed unnecessarily—report	505
sailing in company—lights permitted	1041 (13)
salutes not exchanged between	75
salvage or assistance abroad—procedure	1891-2
search of, by Customs Officers	37, 1885
Senior Officer to exercise	466
Senior Officer's motions to be followed	81
Senior Officer's, wrecked or lost—procedure	185
sheathed—accident to planking	1081
Shipwright Officer's knowledge of—examination	339
speed of—when ordered to sea	468
stability—effect of flooded compartments upon	544 (1)
state of and defects—to whom reported	517
stationary—command of at home	265 (3)
stationary—extra pay in, work not qualifying supernumeraries for	1468 (5)
stowage—plan of	1068 (2)
stowage—responsibility for	1035, 1087
stowage, trim, and qualities—information to Captain	1067 (4)
superintendence of—by Flag Officer or Commodore, First Class	516
supplies of provisions and stores—arrangements by Commander-in-Chief	433-7
surveying—programme of work, movements, evolutions, &c.	409
surveys of	1074-8
swinging for observation of compass variations	1023
swinging—when to take place, and record of	1004
title, application of	page 6 (Vol. II.), 31a (1)
under orders of Commander-in-Chief of home port	498 (1)
undergoing trials—allowances to ratings doing certain duties in	1462
unfit for service—report by Commander-in-Chief	419
vacancies for officers in—acting appointments	231, 233
ventilation to be good throughout	554
visiting foreign ports—conduct of	481
wreck, loss, destruction, &c., of—Court-Martial on survivors	666
wreck, loss, or destruction of	616
wrecked, lost, or captured—command, &c., of Captain and others	177
<b>Ship-of-War at Sea—</b>	
minimum service in—proviso as to	241 (4)
service in—definition	241 (1)
<b>Ships (Generally)—</b>	
aid to—when in danger, distress, &c.	1839-90
being overtaken—light to be shown	1041 (10)
detention of—under Foreign Enlistment Act	496 (3), (14-31)
hire by Senior Officer	470
meeting—regulations for avoiding collision	1041 (17), (18)
not giving away—course and speed when	1041 (21)
not under command—lights to be carried when	1041 (4)
not under command—sound signals in fog, snow, &c.	1041 (15)
overtaking another—rules for avoiding collision	1041 (24)
photographs of	1058a
prize—purchased into the Service	471
purchase by Senior Officer	470
sighted—report to Captain	619 (10), (13)
small—lights to be carried by	1041 (6), (7)
strange—sighted at night during war-time	619 (13)
"under way"—definition under Collision Regulations	1041
within sight of another—sound signals	1041 (28)
<b>Ship's Agent—</b>	
appointment of	1065
legal proceedings or captures abroad—payments or claims for	605 (2)
<b>Ship's Book—Captain's—and (Guard) Book</b>	1850
coal bunkers—instructions in regard to filling	934
gunnery fittings—copy of reports of trial and inspection	1052 (4)
reports of trials to be kept in	535
survey—notation of date when due	1078

# Index.

Sh

<b>Ship's Book—Captain's—and (Guard) Book—continued.</b>	ART., &c.
torpedo and electrical equipment satisfactory—certificate . . . . .	1052 (10)
turning trials—entry in . . . . .	988 (3)
use of—in regard to repairs . . . . .	1101
<b>Ship's Books—</b>	
bearing of Senior Officer on board a ship other than his own . . . . .	185
closing accounts—bearing of officers and men for . . . . .	1397
commissioned officers from warrant rank and warrant officers	
ceasing to be borne on—as to pay . . . . .	1399 (3)
deserters—how to be borne . . . . .	1362 (1)
discharge from—authority for . . . . .	597
entries and discharges from . . . . .	1595
Flag Officers' or Commodores' retinue—where borne . . . . .	1424 (3)
foreign service leave—bearing for . . . . .	1398 (7), (8)
keeping of—responsibility for . . . . .	1332 (1)
list and number of man changed—notation on service certificate . . . . .	830 (7)
marines embarked—bearing of . . . . .	23
men left in hospital abroad on sailing—bearing of . . . . .	1427 (1)
muster by . . . . .	1564
name—how to distinguish men with same . . . . .	1566
non-continuous service men in hospital on paying off—bearing	
of . . . . .	1425 (2)
number allotted to officers and men on . . . . .	1565
numbers borne on—monthly return of . . . . .	1594
offenders—how to be borne . . . . .	1362 (1)
officers borne on while waiting disposal . . . . .	229 (1), (2)
officers entitled to be borne on—disposal and paying off . . . . .	1129 (1)
officers entitled to be borne on—travelling expenses . . . . .	1496 (7)
officers serving under Colonial Government, borne on . . . . .	242 (2)
Officers' Stewards and Cooks sent home sick from abroad—	
bearing of . . . . .	1426 (2)
opening, keeping, and rendering of . . . . .	1561
passage by freight—bearing on ship's books during . . . . .	1533 (4)
passage in merchant ships, &c.—bearing on ship's books during . . . . .	1530
passage in merchant ships—officers and men borne during . . . . .	1518 (2)
pensioners re-entered—notations . . . . .	1572
persons in hospital borne for discipline only . . . . .	601
pilots to be borne for victuals . . . . .	997 (1)
prisoners and men sentenced to detention—how borne . . . . .	775 (1), (2)
rendered periodically—table of . . . . .	App. XVIII. (Pt. I.)
supplementary officers, commissioned officers from warrant rank	
and warrant officers—discharged abroad . . . . .	1357 (2)
<b>Ship's Company—</b>	
appropriation on commissioning . . . . .	502
canteen committee—representatives on . . . . .	856 (2)
charts for information of . . . . .	1013 (3)
complaints at inspections . . . . .	424 (10)
divisions—formation into . . . . .	549
employment of—record in log . . . . .	1025 (3)
increase in neutral port during war . . . . .	492 (4)
leave to . . . . .	872-81
new orders concerning, procedure on receipt . . . . .	1
paying off—disposal on . . . . .	1129
physical exercise of . . . . .	908 (3)
presents from forbidden . . . . .	20
rank and command—order of . . . . .	218
rank and command when shipwrecked, &c., or captured . . . . .	177
ratings, wages, prize, &c., shares, qualifications, and allowances . . . . .	App. XV.
recreations—provision of fund for . . . . .	856 (4)
removal to hulk during refit, &c., in commission . . . . .	1100
reports as to—to whom made . . . . .	517
ship docked for cleaning, &c.—disposal when . . . . .	1106
Sunday—employment on . . . . .	707
shipwrecked, &c.—preservation of lives and disposal of . . . . .	616
superintendence of—by Flag Officer or Commodore, First Class . . . . .	516
<b>Ship's Cook—</b>	
extra pay for breadmaking . . . . .	1704 (3)
tropical allowance—when payable . . . . .	1476

Sh	Index.	
<b>Ship's Cook Ratings—</b>		<b>ART., &amp;c.</b>
reports on - . . . . .		1341
supervision of . . . . .		1340
<b>Ship's Establishment—alterations in</b> . . . . .		1069 (1)
<b>Ship's Fund (Canteen)—</b>		
balance with Accountant Officer—record of . . . . .		1666 (4)
general arrangements for . . . . .		856 (4)
<b>Ship's Gunnery and Torpedo Improvement Funds—formation and administration of</b> . . . . .		1371
<b>Ship's Fund for Recreation—</b>		
audit quarterly . . . . .		858
balance—inspection and verification of . . . . .		588 (2), 858 (4)
balance with Accountant Officer—record . . . . .		1666 (4)
formation and administration of . . . . .		856 (3), (4)
surpluses—accumulation forbidden . . . . .		856 (4)
<b>Ship's Fund—General—</b>		
money in Accountant Officer's custody . . . . .		1639 (3), (4)
money in Accountant Officer's custody—verification of . . . . .		588 (2)
payments to—by canteen tenant . . . . .		855 (5)
<b>Ship's Musician (O.S.)—wages, prize shares, qualifications, &amp;c.</b>		App. XV. (Pt. I.)
<b>Ship's Office—</b>		
disposable officers and men at home port—appropriation for use in . . . . .		508
extra pay for assisting in . . . . .		1471, 1491 (9)
staff—direction of . . . . .		1338
<b>Shipwright—</b>		
clothing gratuity on advancement to—increase . . . . .		1436 (2)
promotion to Chief 2nd Class . . . . .		381-2
<b>Shipwrights (Generally)—wages, prize shares, qualifications, &amp;c.</b>		App. XV. (Pt. I.)
<b>Shipwright, 3rd Class—messing of</b> . . . . .		852 (6a)
<b>Shipwright, 4th Class—clothing gratuities</b> . . . . .		1436 (3)
<b>Shipwright Lieutenant-Commander and Shipwright Lieutenant—</b>		
allowance during foreign service leave . . . . .		1398 (9)
duties generally . . . . .		644-8
fittings—knowledge of . . . . .		339
full pay—warrant, &c., time does not count . . . . .		252
half-pay—counting of warrant, &c., time . . . . .		252
paying off—disposal on . . . . .		1129
promotion to—commencement of higher rate of pay . . . . .		1393
promotion to—commission required on . . . . .		223 (1)
promotion to—commissioned officers from warrant rank and warrant officers eligible for . . . . .		299
recall to active service after being pensioned with rank of . . . . .		191 (3)
retired pay—counting of warrant, &c., time . . . . .		252
service prior to promotion—how to count . . . . .		252
store allowances . . . . .		1417, App. VII
waiting disposal—where borne . . . . .		229 (1)
<b>Shipwright's Store Room—responsibility for ventilation and arrangement of</b> . . . . .		1039
<b>Shipwright's Stores—</b>		
accounts—inspection of . . . . .		1808
charge of . . . . .		1803
economical consumption of . . . . .		648 (1)
surveying officers . . . . .		1819
<b>Shoals—</b>		
approaching—Navigating Officer's duties on . . . . .		1018
approaching—precautions when . . . . .		979
ship near—night observations to be taken . . . . .		980
v'cinity of—precautions when ship in . . . . .		982
<b>Shoemaker—wages, prize shares, qualifications, &amp;c.</b>		App. XV. Pt. I.)

## Index.

## Sh—Si

<b>Shooting—</b>	ART., &c.
prizes to seamen and marines for . . . . .	1446
rifle—prizes and badges to marines for—courses . . . . .	1160
<b>Shore Establishments—</b>	
Customs concession . . . . .	1886 (4), (5)
dress gratuity to mess servants in certain cases . . . . .	1439-40
leave . . . . .	872 (4c), (4d)
Naval Marriages Act, 1908, not applicable to . . . . .	716 (5)
<b>Short Leave Book . . . . .</b>	821 (1), 877 (1)
<b>Short Service Pensions—</b>	
conditions of award . . . . .	1944
marines—award to . . . . .	1200
<b>Shorthand—clerks and assistant clerks proficiency in . . . . .</b>	1338 (2)
<b>Shorthand Writer—</b>	
Court-Martial—employment at . . . . .	681 (2)
extra pay . . . . .	1473a
notes at Court-Martial . . . . .	682 (2), (3), 682a
oath at Court-Martial—forms of . . . . .	683-4
objected to at Court-Martial . . . . .	682 (1)
<b>Sick—</b>	
diet and medical comforts for . . . . .	1273
enquiry as to treatment on board ship . . . . .	1255
hospital ship—medical charge of patients in . . . . .	1254
medical statement to accompany . . . . .	1299
nominal lists, &c.—name of ship to be stated . . . . .	1302 (3)
religious ministrations—arrangements . . . . .	713-4
reports as to treatment . . . . .	1262
reports upon—periodical . . . . .	1264
returns and record of . . . . .	1306, 1306a-7, 1309
sending to hospital . . . . .	1302
visits by ministers of religion . . . . .	714
visits by Chaplain . . . . .	652 (1), (2)
visits by Medical Officer and Surgeons . . . . .	1291
weekly reports upon . . . . .	1257
<b>Sick Allowance—amount of . . . . .</b>	1331r (8)
<b>Sick Berth—</b>	
purchases for—procedure . . . . .	1783
superintendents of . . . . .	1292
visits by Chaplain . . . . .	652 (1)
<b>Sick Berth Attendant—</b>	
allowance to person doing duty of . . . . .	1458, App. XV. (Pt. III. (5))
duty of—pay for doing . . . . .	1432 (4)
efficiency certificate . . . . .	836
promotion of . . . . .	381-2
transfer of marines to . . . . .	1178 (4)
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Sick Berth Chief Petty Officer—wages, prize shares, qualifications, &amp;c. . . . .</b>	App. XV. (Pt. I.)
<b>Sick Berth Ratings—</b>	
advancement of . . . . .	381-2
allowances for special duties . . . . .	App. XV. (Pt. III. (73-79))
dental treatment . . . . .	1331o
efficiency certificate . . . . .	836
paying off—disposal on . . . . .	1129
superintendence of . . . . .	1292
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Sick Book—Daily—</b>	
keeping, entries in, and disposal of—vessels without a medical officer . . . . .	1270
keeping of, and entries in . . . . .	1305
notation of number in sick mess . . . . .	1272 (1)
<b>Sick Leave (Officers)—</b>	
advances to officers on . . . . .	1608 (2)
full pay—form required on discharge to . . . . .	1599 (3)

<b>Sick Leave (Officers)—<i>continued.</i></b>	<b>Arr., &amp;c.</b>
period allowed on full pay, &c. . . . .	1396
travelling and baggage expenses . . . . .	1496 (11)
wounded in action, &c.—on cessation of full pay . . . . .	1352
<b>Sick List—</b>	
convalescents from—treatment of . . . . .	1244 (2)
discharge to duty from—procedure . . . . .	821 (4)
offenders on—alternative procedure for dealing with . . . . .	754 (2), (3)
record in journal, of patients placed on . . . . .	1309
spirit for person on—arrangements in regard to . . . . .	1272 (2)
virtualling of patients on . . . . .	1689
<b>Sick Mess—</b>	
advances . . . . .	1654
advances included in cash balance . . . . .	1666 (2)
issues of virtualling stores to . . . . .	1738
money for expenditure by medical officer on . . . . .	1274
superintendence and expenditure of articles of diet, &c., in . . . . .	1272-4
virtualling of patients in . . . . .	1689
<b>Sickness (Generally)—</b>	
arrangements for treatment of— <i>inquiry at inspections</i> . . . . .	424 (16)
command money during . . . . .	1402 (3)
men discharged ashore—lodging and provision allowances . . . . .	1516a (5)
men on leave—procedure . . . . .	879 (1), 1331r
men on leave—record . . . . .	1310 (7)
observers—payment of allowances . . . . .	1407g
officers discharged abroad for—pay during passage . . . . .	1357
officers ill on leave—report of, medical treatment, &c. . . . .	1331q
officers in civil establishment abroad without superintendent— replacement during . . . . .	480 (4)
officers, when not serving—report . . . . .	413
pay and stoppages of men during . . . . .	1425-7
pay for period of absence on account of . . . . .	1609 (6-8)
submarine service—pay of officers and men . . . . .	1372 (3)
transfer of persons during . . . . .	1698 (1)
<b>Sick Quarters</b> . . . . .	1236-52
abroad—accounts of persons sent to, or returning from . . . . .	1537-8
abroad—visits and reports by Surgeon Rear-Admiral or Surgeon Captain . . . . .	1260
accounts when no resident medical officer . . . . .	1280
at home—pay, &c., of injured men in . . . . .	1428 (6)
authority of Commander-in-Chief or Senior Officer . . . . .	457-459
cases to be sent or not sent to . . . . .	1302
death or serious illness in—action on . . . . .	575 (4), (5)
dispensing allowance for sick berth ratings . . . . .	App. XV. (Pt. III. (73))
discharge to—note as to previous illnesses, &c. . . . .	1302 (2)
effects of man or boy dying in . . . . .	1631 (2)
inspection of . . . . .	426, 1263 (2)
man's or boy's home may be regarded as . . . . .	1331r (3)
men in, on sailing—procedure . . . . .	599, 600
officer discharged to—settlement of pay . . . . .	1613
patient sent to—statement required . . . . .	1247
pay and stoppages of men under treatment in . . . . .	1425-7
pay of officers in—while under treatment for injuries or insanity due to Service . . . . .	1353
pay ticket on discharge abroad to . . . . .	1599-1601
religious ministrations to patients in . . . . .	713
temporary—frequent inspection of . . . . .	426 (1)
<b>Sick Voucher—</b>	
clothing and effects—record of . . . . .	821 (5)
men sent to hospital—preparation for . . . . .	1302
use of . . . . .	1601 (1)
<b>Sights—</b>	
charge of and responsibility for . . . . .	900 (1), (2)
midshipmen—taking and working out by . . . . .	App. X. (Pt. I. Sec. II. (12-16))
<b>Signal Allowance</b> . . . . .	1407, App. I. (Pt. I.)
non-specialists performing duties . . . . .	1407c

<b>nal Boatswain—</b>	Art., &c.
candidates for—misconduct of	300 (5)
paying off—disposal	1129
promotion to Lieutenant	287 (2-6)
promotion to Lieutenant—eligibility for	299
promotion to, warrant for	223 (2)
qualifications and examinations for	300, 303
rank and command—order of	189
waiting disposal—where borne	229
<b>nal Books—</b>	
care and correctness of	559, 560, 560a
musters by officer of the watch	560 (2)
responsibility for	560, 560a
ship wrecked, &c.—preservation and disposal in case of	616 (1)
<b>nal Boy—</b>	
history sheet on passing out of signal school	834 (1)
wages, prize shares, qualifications, &c.	App. XV. (Pt. I.)
<b>nal Course—</b>	
candidates for Lieutenant (S)	App. X. (Pt. II. (3))
Flag Officers', Captains', and Commanders'	318
Signal Lieutenant—officers qualifying for	325 (2)
time of officers attending—counting of	241 (3)
<b>nal History Sheet</b>	834 (1-3)
disposal on discharge	832 (3), 834 (3)
<b>nal Lieutenant—qualifications, courses, &amp;c., for</b>	325
<b>nal Log</b>	559
disposal of	559 (4-6)
inspection by Captain	559 (3)
inspections—examination at	424 (11) 559 (3)
rough—destruction of	1848
<b>Signal Officers—</b>	
definition	page 6 (Vol. II.)
duties of	905
<b>Signal Rating—</b>	
acting—notation of	834 (2)
advancement—guide to	834 (1)
educational qualification for petty officer (N.S.)	380
employment on general duties of the ship or establishment	906
instruction and examination of	906 (2)
old system—re-entry	1424 (2)
re-entered—procedure when	834 (3)
<b>Signal School—</b>	
Signal Boatswains waiting disposal, under orders of Super-	
intendent	229 (2)
signal ratings transferred to on paying off	1129
<b>Signalling—</b>	
allowances for	App. I. (Pt. I.)
control of and responsibility for W/T apparatus	905
exercises with merchant ships—importance of—also signal	
stations	410
inspections—inquiry at, as to proficiency in	424 (11)
instruction of officers	563
stationery—demands	1817a (2)
supervision by Senior Officer	466
<b>Signalman—</b>	
promotion of	381 (2)
proficiency—inquiry at inspections as to	424 (11)
wages, prize shares, qualifications, &c.	App. XV. (Pt. I.)
<b>Signals—</b>	
alteration of course under Collision Regulations	1041 (28)
apparatus for—readiness for use	619 (7)
detonating—use permitted	1041 (12)
distress—day and night	1041 (31)



<b>Signals—continued.</b>	<b>Arr., &amp;c.</b>
examination in—for command of torpedo boats, &c.	324 (1).
examination of candidates for navigating duties in	App. X. (Pt. IV. (8))
fishing vessels in fog, rain, &c.	323 (1),
fog, mist, rain, or snow—to be made	App. X. (Pt. III.)
lights—placing in sea-boats	1041 (9 (i))
look-out—record and answering of	1041 (15)
made—report to Captain	641 (2)
neglect to carry	619 (7), (8)
private—action at inspections	619 (10)
record of	1041 (29)
temporary memoranda relating to	424 (17)
	559 (1)
	420
<b>Signature—</b>	
correctness of report, return, &c., attested by	1845
giving up command—of documents on	35
<b>Simonstown—Captain-in-Charge considered as a superintendent</b>	460
<b>Sisters of Officers—allowance in certain circumstances to</b>	2007–8
<b>Sketches—produced at Court of Inquiry</b>	703 (12)
<b>Skilled Rating—</b>	
transfer to	391 (3–5)
vacancy for—performance of duties by others	391 (4)
<b>Skipper, R.N.R. — forfeiture of pay by sentence of Court-Martial, &amp;c.</b>	699a (iv. a)
<b>Skylight—fittings—maintenance of serviceability</b>	644 (4)
<b>Slaves—</b>	
fugitive—regulations as to	476
provisions, clothing, &c., expended upon—particulars on vouchers	1879 (4)
<b>Sleeping—</b>	
deprivation as punishment not authorised	756 (b)
out of ship—address for officers' correspondence	862 (2)
out of ship—permission to officers	727
<b>Slop Room—matches not allowed in</b>	540 (8)
<b>Sluice Valves—</b>	
examination weekly	546 (2)
keys of doors—responsibility in case of submerged torpedo tubes	901 (3)
<b>Sluices—</b>	
Engineer Officer's knowledge of—examination	330
Shipwright Officer's knowledge of—examination	339
<b>Small Arms—</b>	
accidents, failures, and defects—report of	895
charge of and responsibility for	900 (1)
examination by Gunner	630 (1)
instruction of Paymaster Cadets in	334 (1)
paying off for refit—overhaul on	1117 (2)
responsibility for	648a (1)
<b>Smallpox—contact with—report</b>	1284 (1)
<b>Smells—obnoxious—detection and removal of cause</b>	554 (1)
<b>Smoking—</b>	
arrangements for—inquiry at inspections as to	424 (8)
explosives—prohibited during receipt or discharge of	896 (8)
regulations for	548
unauthorised—police of watch to report	619 (14)
<b>Smuggling—prevention of</b>	1884, 1884a
<b>Snow—</b>	
signals by fishing, &c., vessels in	1041 (9 (i))
sound signals in	1041 (15)
speed of fleet or ship in	987 (1)
speed of ships in	1041 (16)

<b>AD—</b>	ART., & C.
issue—limit of . . . . .	1741
issue of—attendance of Master-at-Arms . . . . .	819 (2)
landing—permission for . . . . .	1687
marines afloat—issue to . . . . .	1145
marines—issues to . . . . .	1746 (2)
officers—issues to . . . . .	1746
passage—issues during . . . . .	1533 (10)
pilots—supplies on repayment . . . . .	1747
price to be charged for . . . . .	1742
shore appointments—supplies to persons serving in . . . . .	1591
ullages—examination and weighing of . . . . .	1745
unserviceable—disposal on paying off . . . . .	1749
<b>Medals</b> —medals awarded by—manner of wearing . . . . .	167 (10)
<b>Oil Pipes</b> —examination of and access to . . . . .	1088
<b>Soldiers—</b>	
bedding and mess utensils when embarked—arrangements for . . . . .	1217
bedding—loan of marked . . . . .	1739 (5)
breakfast before disembarkation . . . . .	1220
command on shore—naval officers not to assume . . . . .	25
conveyance in H.M. Ships—allowance to Ship's Steward rating in case of . . . . .	1456
conveyance in H.M. Ships—instructions to Senior Officer . . . . .	469
Courts-Martial ashore on—expenses of witnesses . . . . .	1681
custody before trial by military authority . . . . .	1213 (3)
deserted—expenses of escort when . . . . .	1681
deserters discovered on board H.M. Ships . . . . .	609
embarkation and disembarkation—regulation of . . . . .	1224 (4)
embarkation—report of . . . . .	1220
embarked as marines—pay, clothing, &c. . . . .	24
embarked for passage—discipline, messing, &c. . . . .	1212-22
entered in Navy—time for badges . . . . .	748
honours and respect to be shown to naval officers by landing and embarkation of . . . . .	140
marines enlisting as—after discharge by purchase . . . . .	1226
medical attendance while embarked in H.M. Ships . . . . .	1172 (3)
messing allowance . . . . .	1218
offences to be dealt with on disembarkation . . . . .	1699
orders to—when embarked . . . . .	1213 (12)
provisions issued for shore consumption by—accounting for . . . . .	1213 (9), (10)
punishments afloat by officer in command . . . . .	1222
punishments—award of summary . . . . .	752 (1), 753 (3)
service as—reckoning by marines . . . . .	1213 (5), (6), (8), (11), App. XX.
service counting towards marine pension . . . . .	1189 (2), (3)
service counting towards naval pension . . . . .	1204
service counting towards naval badges . . . . .	748
sick or invalided—as to embarkation . . . . .	1218
stoking, coal trimming, &c.—employment on, and extra pay for . . . . .	1477, 1479, 1491 (9)
supplies for—arrangements for sea-conveyance of . . . . .	1224 (4)
time as—counting towards naval pension . . . . .	1943 (3), (4)
transport of—arrangements for . . . . .	1223-25
victualling in H.M. Ships . . . . .	1683 (2)
<b>Solicitor-General—Colonial</b> —relative rank and precedence . . . . .	222
<b>Somaliland</b> —Commissioner—salutes and visits . . . . .	69 (II. (Remarks))
<b>Sores</b> —antiseptic—precautions . . . . .	1287
<b>Sound Signals—</b>	
fog, mist, rain, or snow—fishing, &c., vessels in . . . . .	1041 (9 (i))
fog, mist, rain, or snow—to be used in . . . . .	1041 (15)
neglect to carry . . . . .	1041 (29)
ships within sight of one another—on altering course . . . . .	1041 (28)
<b>Sounding Machines</b> —care of and readiness for use . . . . .	1031
<b>Soundings—</b>	
approaching land or shoals—to be taken . . . . .	979
boats for—Navigating Officer to have . . . . .	1030
rocks and shoals in the vicinity—to be taken when . . . . .	982
ship approaching land or pilot water—to be taken . . . . .	619 (4)

	Art., &c.
<b>South Africa</b> —Governor-General—salute, particulars of	69 (1.)
<b>South America Station</b> —Commander-in-Chief—allowances, when payable	1380
<b>Sovereign</b> —The—	
arrival and departure—salutes	40 (1)
birthday salute	49, 62
birthday—when to be celebrated	49 (2)
embarking and disembarking—flags and salutes	40 (2)
in India—salutes to	55 (1), (2)
morning and evening gun, when present—firing of	143 (1)
passing in ship—salutes	40 (3), (4)
personal flag of	40 (5)
reception of—national anthem to be played	131 (2)
salutes to—when and where to be fired	40 (1-4)
wounds or injury pensions to officers—consideration of	1897
<b>Spar</b> —	
injury to—report by Captain	568 (1)
spare—trial of	1064
<b>Special Rating</b> —duties—as to performance by others	367
<b>Special (Army) Reserve</b> —	
deserter from—entry in Navy or Marines of	1464-5
entry of member in Royal Navy	354 (5)
<b>Special Service Men</b> —	
abroad—passage from and foreign service leave	369 (3)
bedding and kit on entry, re-entry, or transfer	1738
clothing gratuity on re-entry	1436 (8)
entry	366
general regulations	App. XV. (Pt. II.)
loan to Dominion Navies	App. XV. (Pt. II.)
reckoning of time	page 7 (Vol. II.)
recommended for enrolment in the Royal Fleet Reserve	830 (9)
re-entry of invalided or discharged men	368
transfer to continuous service	391 (6), App. XV. (Pt. II.)
unfit for Royal Fleet Reserve—report	598
<b>Specialist Allowances</b> —	
definitions of	1407-a
Lieutenants and Lieutenant Commanders	340 (3), 1407
non-specialists performing duties	1407c
officers, R.M.	1407e-f
payment during study of foreign language abroad	1356
payment whilst studying Japanese	343 (4)
warrant officers and officers below commander promoted from	1407a
<b>Special Services</b> —	
Captains and other military branch officers borne for	188
officers on—special instructions for guidance of	406
<b>Speed</b> —	
change in—Officer of the Watch to report	619 (10)
classification, development, and period for which used	915
fog, snow, &c.—of ships in	1041 (16)
high temperatures—reduction in	919
most economical—ascertainment and notation of	916
ship not required to give way under Collision Regulations	1041 (21)
ship ordered to sea—to be indicated	468
<b>Spirit</b> —	
bungs of casks—method of extracting	1698
casks—care of and return into store	1729 (4)
consumption of—supervision by Captain	578 (1), (2)
deficiencies by evaporation, &c.	1756
duty free in H.M. Ships	1884, 1886
extra issues—authority for	1690 (10)
gangway book for	821 (6)
issue and measuring off	1735
issue on repayment forbidden	1700 (1)
private—stowage of	540 (16)
purchases—rules for	1778

<b>Brit—continued.</b>	ART., &c.
raw—persons entitled to issue of . . . . .	1697 (2)
receipt on board, stocks, and issues of . . . . .	845
sale or exchange forbidden . . . . .	845 (3)
shipwreck, &c.—disposal when saved from . . . . .	616 (2)
sick list—checking of men on . . . . .	1272 (2)
smuggling into ship or intending to do so—arrest and penalty for . . . . .	736
stowage—place of . . . . .	1717
subordinate officers—limit of age for issue to . . . . .	845 (5)
traffic in—prevention . . . . .	815 (5)
trafficking in—forbidden . . . . .	735, 1697 (2)
warrant officers requiring—issue to . . . . .	845 (6), (7)
<b>Spirit Ration—</b>	
absence from ship—not to be issued during . . . . .	1696
allowance in lieu of . . . . .	1695
hospital ships, naval ratings serving in—not to be issued to . . . . .	1693 (4)
issue to officers in special circumstances . . . . .	1693 (3)
persons entitled to receive . . . . .	1693
preparation and issue . . . . .	1697
stoppage beyond 30 days for punishment—credit of allowance . . . . .	1696 (2)
stopped—record of . . . . .	821 (2)
strength—procedure to ensure issue at normal . . . . .	1694
troops embarked in H.M. Ships—not to receive . . . . .	1683 (3)
<b>Spirit Room—</b>	
inflammable liquids—stowage in . . . . .	540 (9)
keys—arrangements for safe-keeping of . . . . .	537
lights, &c.—not allowed . . . . .	540 (2)
opening—procedure . . . . .	820 (3)
<b>Spirit Stoppage Book</b> . . . . .	821 (2)
record in—of persons on sick list . . . . .	1272 (2)
<b>Spitting—prevention of</b> . . . . .	1294 (6)
<b>Sports—travelling expenses and subsistence allowances in connection with</b> . . . . .	1496 (10)
<b>Sports Club and Associations—accounts of local service—audit</b> . . . . .	846 (4), 858
<b>Sports Fund—</b>	
audit quarterly . . . . .	858
balance and statement of account—verification of . . . . .	588 (2), 858 (4)
balance with Accountant Officer—record of . . . . .	1666 (4)
formation and administration of . . . . .	856 (3), (4)
formation and administration of—for torpedo craft and small vessels . . . . .	859 (3)
surpluses—accumulation forbidden . . . . .	856 (4)
<b>Squadron—</b>	
change in command—transfer of documents, &c. . . . .	454
command of, by army officers . . . . .	25
duties generally of officer in command . . . . .	419-515
keeping station at sea . . . . .	518
lights permitted by Collision Regulations . . . . .	1041 (13)
officer commanding killed in action—procedure . . . . .	201
officer in command disabled in action—procedure . . . . .	200
orders of officer in command—continuance until cancelled or modified . . . . .	420 (2)
Principal Medical Officer of . . . . .	1264
purchases for . . . . .	1779
safety of, responsibility of Flag or Senior Officer . . . . .	28
under Flag Officer or Commodore, First Class—superintendence . . . . .	516
<b>Staff, The—constitution</b> . . . . .	224a
<b>Staff and Retinue—</b>	
disposal on death of Commander-in-Chief . . . . .	456
entry of retinue for pay . . . . .	1424 (3)
lodging allowance when temporarily on duty ashore . . . . .	1514
<b>Staff Physical and Recreational Training Instructor—pay, qualifications, &amp;c.</b> . . . .	App. XV. (Pt. III. (64))

	ART., &c.
<b>Stamp Duty</b> —bills of exchange exempted from - - -	1637 (2)
<b>Stamps</b> —	
kept as public money - - - - -	1640 (15)
receipts—when to be attached to - - - - -	1678
transfer from ship leaving foreign station - - - - -	1640 (16)
<b>Standard—Royal</b> —	
mast to be worn on - - - - -	111 (2)
on shore—salutes to - - - - -	43
personal to the Sovereign - - - - -	40 (5)
salute in India - - - - -	55 (1)
where and when hoisted - - - - -	40 (2), (5)
<b>Standards (Generally)</b> —	
flying in foreign ports—salutes to - - - - -	47
foreign—salute on passing - - - - -	44 (2), 45 (3)
hoisting, salutes and respect to - - - - -	40-8
on shore—salutes - - - - -	43
others in presence of Royal or Imperial—salute - - - - -	48
two or more flying, order of salute - - - - -	46
within territorial limits of India—salutes - - - - -	48 (2)
<b>Standing Orders</b> —Commander-in-Chief to be governed by - - -	420 (1)
<b>Stanhope Gold Medal</b> —wearing—manner of - - - - -	167 (10)
<b>Station</b> —	
abroad—death or absence of Commander-in-Chief—command of successor - - - - -	204-5
change in command—transfer of documents, &c. - - - - -	454
duties generally of officer in command - - - - -	419-515
orders of officer in command of—continuance until cancelled or modified - - - - -	420 (2)
<b>Station—(Ship's)</b> —	
keeping at sea - - - - -	466
keeping—responsibilities of Officer of the Watch - - - - -	619 (2), (6)
preservation of—responsibility of Flag Officer or Commodore, First Class - - - - -	518
<b>Station and Fire Bill</b> —	
Ship's Steward and Officers' Steward and Cook ratings - - -	612 (3)
use, distribution, and responsibility for - - - - -	612, (1) (2)
<b>Station Orders</b> —	
additions and alterations - - - - -	420 (1)
continuance until cancelled or modified - - - - -	420 (2)
correction of ship's copy - - - - -	571
issue—copies to Admiralty - - - - -	420 (1)
<b>Stationery</b> —	
examinations of officers—allowance for providing at - - -	1415
purchase—local charges for - - - - -	1817a (10)
supply, &c. - - - - -	1817a
<b>Stations on Board Ship</b> —	
closing of water-tight doors - - - - -	545 (2)
collision—closing of gunports and armoured doors - - - - -	543 (4)
Sub-Lieutenants attached to Engine Room - - - - -	954 (9)
<b>Statistics</b> —precautions to ensure secrecy of information not already published - - - - -	538 (3)
<b>Steam</b> —	
generating—report of relative value of coal and other fuels for generation—report and notation of difficulty in - - - - -	942
raising—precautions - - - - -	929
trials after repairs—attendance at and charge of machinery - - -	564, 913
trials—officers on board during - - - - -	912
trials—paying off - - - - -	911
trials—signature of report - - - - -	1110
trials—work done for contractors in connection with - - - - -	911
<b>Steam Instruction</b> —military branch officers - - - - -	1633 (1)
<b>Steam Instruction</b> —military branch officers - - - - -	562

		ART., &c.
<b>Steam Manual—</b>		
boilers—instructions for test of	- - - - -	985
charge of machinery and instructions as to repairs, &c.	- - - - -	946 (2), 947 (2)
instructions as to spare gear in	- - - - -	952
machinery and boilers—instruction for management of	- - - - -	925
machinery and boilers—survey of	- - - - -	921
paying off steam trial	- - - - -	1110 (1)
survey of machinery and boilers on paying off	- - - - -	1112
trials of machinery, &c.—instructions	- - - - -	917 (1), (5)
<b>Steam Turbines—work in interiors—extra pay</b>	- - - - -	1475 (1 (b))
<b>Steam Vessel—</b>		
crossing another's course—regulations for avoiding collision	- - - - -	1041 (19), (22) (23)
definition under Collision Regulations	- - - - -	1041
lights—rules as to carrying	- - - - -	1041 (1-3)
meeting—regulations for avoiding collision	- - - - -	1041 (18)
narrow channels—navigation of	- - - - -	1041 (25)
sailing ship to be avoided	- - - - -	1041 (20-23)
sailing with funnel up—distinguishing symbol carried	- - - - -	1041 (14)
small—lights carried by	- - - - -	1041 (7)
sound signals in fog, &c.	- - - - -	1041 (15)
trawling—lights carried	- - - - -	1041 (9 (d))
<b>Steamboats—</b>		
air cased—preservation of	- - - - -	645
boilers—test of	- - - - -	985 (2)
getting up steam—record in log	- - - - -	1025 (3)
lights carried by	- - - - -	1041 (7), 1042
officer passing—salute	- - - - -	149
use of—arrangements for and notation in ship's log	- - - - -	924
<b>Steaming—</b>		
charge and control of engine-room staff	- - - - -	976 (3)
power to be used when	- - - - -	915
temperature in coal bunkers when—taking off	- - - - -	962
tropical—extra pay for	- - - - -	1476
<b>Steel Wire Rope—responsibility for and test of</b>	- - - - -	973
<b>Steelwork—</b>		
care and preservation of	- - - - -	1071
composite ships—half-yearly examination and report	- - - - -	1073
<b>Steering—</b>		
departure from ordinary rules to avoid immediate danger	- - - - -	1041 (27)
engine and gear—examinations and record of	- - - - -	958
foreign orders—precautions as to	- - - - -	1002
hand gear—lubrication, &c., of	- - - - -	958 (4)
Officer of the Watch responsible for	- - - - -	619 (4)
risk of collision—rules for avoiding	- - - - -	1041 (17-27)
<b>Stewards—mess room—exemption from physical exercise</b>	- - - - -	908 (4)
<b>Stocktaking—</b>		
allowance—record of credit of	- - - - -	1562 (2)
civil and medical establishments abroad	- - - - -	459 (17)
stores and fixtures on board ship	- - - - -	1835
<b>Stokehold—</b>		
extra issues to persons in	- - - - -	1690 (3), (5)
staff—assistance from deck	- - - - -	915 (8)
staff—basis of calculation of	- - - - -	915 (9)
watchkeeping—employment of engineer officers	- - - - -	954 (3)
watchkeeping—training of Engineer Sub-Lieutenants and	- - - - -	
E.R.As, 4th class	- - - - -	954 (1)
water-tight doors—closing at sea	- - - - -	542 (3-5)
<b>Stoker Petty Officer—</b>		
advancement to	- - - - -	376a
advancement to Chief Stoker	- - - - -	381-2
Coast Guard—admission to	- - - - -	404 (6)
wages, prize shares, qualifications, allowances, &c.	- - - - -	App. XV.

<b>Stoker Ratings—</b>	ART., &c.
acting as—extra pay to soldiers and others . . . . .	1477, 1491 (9)
advancement—guide to . . . . .	835 (1)
boilers—extra pay not allowed for work in . . . . .	1475 (5)
charge and control of . . . . .	976 (3)
Cook of E.R.A.'s mess . . . . .	852 (5)
Engineer's Writer—allowance when employed as . . . . .	1461
extra pay when employed in the tropics . . . . .	1476
natives acting as—extra pay for . . . . .	1477 (4), 1491 (9)
soldiers acting as—conditions as to . . . . .	1479, 1491 (9)
torpedo boats for educational, &c., purposes—extra pay for running . . . . .	1478, 1491 (9)
trade qualification—notation on service certificate . . . . .	831 (14)
transfers—report of . . . . .	891 (7)
watches—working in . . . . .	914
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Stoker, 1st Class—</b>	
Coast Guard—admission to . . . . .	404 (6)
qualification for . . . . .	402
recommended for Acting Leading Stoker—notation . . . . .	835 (3)
<b>Stoker, 2nd Class—</b>	
ability—assessment of . . . . .	831 (11)
rifle and field exercises . . . . .	402
<b>Stoker's History Sheet . . . . .</b>	835
disposal on discharge . . . . .	832 (4), 836 (5)
<b>Stoking—supervision of . . . . .</b>	976 (3)
<b>Store Accounts . . . . .</b>	1804-10
Captain's duties in regard to . . . . .	591-2
closing on paying off or supersession—officers and men borne for . . . . .	1397
correspondence respecting . . . . .	1804 (1)
discharge of officers in charge of—action by Captain . . . . .	591
Engineer's—responsibility for . . . . .	949
extraordinary expenditure shown in . . . . .	1792
foreign powers, other departments, merchant ships, &c.—for . . . . .	1812-7
supplies to or receipts from . . . . .	1789
forms of—compliance with instructions on . . . . .	1808
inspection and examination of . . . . .	1789
instructions in detail . . . . .	1804
keeping and rendering of . . . . .	1809
losses—procedure in regard to . . . . .	592
receipts obtained and rendered before sailing . . . . .	648 (1)
Shipwright Officer—instructions to . . . . .	1805
tenders—responsibility in regard to . . . . .	1874
transmission into office . . . . .	1417, App. VII.
<b>Store Allowances . . . . .</b>	1397 (12)
closing accounts—officers borne for . . . . .	1417 (3, 4)
refund or reduction in certain cases . . . . .	1397 (8)
Yeoman of Stores—cessation on paying off . . . . .	
<b>Store Officers—</b>	
neglect or unfitness observed by Commander-in-Chief . . . . .	424
passage for—authority to order . . . . .	1539
<b>Store Rooms—</b>	
alterations in . . . . .	1069 (1)
inflammable liquids special room for . . . . .	540 (9)
inflammable—liquids stowed in—lights, &c., not allowed . . . . .	540 (2)
keys—disposal on paying off into dockyard control . . . . .	1121
lead poisoning—precautions . . . . .	1084 (3)
lights to be used . . . . .	540 (2)
locking and lights—responsibility for . . . . .	817
marines accoutrements, &c.—appropriation for . . . . .	1169
matches not allowed in . . . . .	540 (8)
paying off for refit—arrangements on . . . . .	1117 (2 (d))
portable lamps—precautions to be observed . . . . .	540 (6)
responsibility for ventilation and arrangement of . . . . .	1039
torpedo gear and stores—duties of Torpedo Gunner . . . . .	642

	ART., &c.
<b>Store Ships—officers—exemption from general port duties</b>	<b>509</b>
<b>Stores (Generally)—</b>	
accounting for receipt in Dockyard—extra pay for	1471, 1491 (9)
allowance and care of	1789-99
allowances authorised—where shown and procedure for altering	1790
alterations—authority for	414
army—landing and embarkation of	1226
army—sea conveyance for	1224 (4)
charge and accounts of	1803-10
charge of—general instructions	414
classification of ships in respect of	32 (1)
collision with merchant ship damaged or lost through	573 (4)
contractors—precautions to guard against misappropriation by	1093 (3)
defective—report of survey on	1818 (2), (3)
defective—survey of	1827-8
defects—report by Commander-in-Chief	419
deficient on change of accounting officer—responsibility for	1835 (8)
demanded to make good defects	1092 (10)
demands for	1800-2
demands for—to whom made	517
deterioration—explanation of excessive	1794 (3)
deviations from the authorised allowances	1800 (4-6)
dispensed with on recommissioning abroad	1801
duty free in H.M. Ships	1836
established allowance—keeping on board and stowage of	1791
expenditure—examination and approval of	1808
extraordinary expenditure of—authority for	1792
false report of survey on—action in case of	1821
fees or gratuities in connection with purchases—forbidden	1788
fleet orders by Captain of the Fleet	522
foreign port—supplied to ship docked at	1107
foreign powers, other departments, merchant ships, &c.— supplied to or received from	1812-7
found—report and disposal of	1811
fraud, misrepresentation, neglect, &c.—report of	15, 1820-1
important and exceptional orders—report	434
improper use—prevention of	414
injury or loss—record of	1025 (3)
inspections—inquiry as to preservation	424 (15)
instructions in detail for dealing with	1789
insurance not allowed upon	1659 (2)
interest or advantage in supply, forbidden	16 (1)
issue at ports where there is no naval establishment—survey before	1826
landing for repair, &c.	1791
landing or issue on shore—procedure	738
local contracts for supply of	1770-1
local purchases—avoidance if possible	435 (1)
local purchases of—rules for	1772
local supplies—observance of Regulations	435
loss by neglect or misconduct—responsibility for recovery of value	1336
loss of, by accident—notation in deck log	619 (4)
loss of—report by Captain	568 (1) (2a)
loss or damage of—punishment for	754 (4)
loss or risk in salvage cases	1895
losses, &c.—deductions for recovery of value of	1373
losses of—procedure	1809-10
lost—cost of recovery	568 (1a)
lost or damaged—recovery of value	1417 (5)
maintenance of adequate supplies	436
military—increase in neutral port during hostilities	492 (4)
misappropriation by contractors—precautions	1093 (3)
misappropriation—precautions to prevent	1793
misappropriation while paying off—prevention of	1124
neglect, fraud, &c., in connection with purchases	1776
paying off after service abroad—examination and disposal	1110 (2)
paying off—cleaning on	1794 (2)



Stores (Generally)—*continued.*

	Art., &c.
paying off—landing on	1118
paying off—not to be removed on	1114
paying off—procedure for dealing with, on	1117-20
paying off—return to store on	1119
payments for purchases of	1781-4
perishable—inspection and airing of	1795
preservation and use of	1794
prosecutions in connection with losses—report	812 (1)
purchased for repairs at private yards—accounting for	1098
purchased—payment under Captain's authority	1657 (1)
purchases, landing, shipping, &c.—advice and report of	1777
purchases of	1769-88
purchases—survey of	1825
receipt and expenditure—immediate record	33
receipt, supply, survey, and return of—record in log	1025 (3)
receipts obtained and rendered before sailing	592
recommissioning abroad—required for	1801
regulation of demands	436
rejected after supply by contract—report	1778
repair on board	1099
repair when defective—arrangements for	1827
responsibility of Accountant Officer for	1833
sale of old—rendering of accounts of	1787
sale—return into store for	1824
salvage—payments under Captain's authority for	1657 (1)
salved by officers or others in H.M. Service	1895
salved by private individuals	1896
ship returning home—disposal	435 (2)
ship wrecked, &c.—salvage and disposal of	616
ships complete with—responsibility of Flag Officer or Commodore, First Class	516
ships proceeding on foreign service—to complete with	1791 (3)
Shipwright Officer—instructions to	648 (1)
slaves or captured vessels—voucher for expenditure upon	1878 (3)
spare—alterations in	1094 (11), (12)
special—conveyance by ship ordered home	442
stowage—responsibility for	1037
supersession or change of officer in charge—survey on	1835
supplied to private firms for repairs to H.M. Ships	1093 (3-7)
supplies—correspondence by Commander-in-Chief as to	424
supplies defective or short—report to Captain	1036
supplies to detached ships—information as to	433
supply abroad—standing contracts	437
supply of—suggestions for improving	433, 424
supply to Customs Officers and other persons forbidden	614 (2)
survey of—responsibility for arranging	522
survey on board—authority and requisition for	1818 (1)
survey on death or removal of Accountant Officer	594
survey—report of	1822
survey upon recommissioning	1897 (7)
surveys and stocktaking of	1818-40
suspension of officers in charge of, in civil establishments abroad —procedure	460 (5)
taken out of ship improperly—check on	815 (5)
theft—report of	1810
trial of—record of and procedure generally	1806
unserviceable—disposal of	1823
vessels conveying—delay in unloading, &c.	1063 (1), (2)
vessels or lighters—clearing or loading	1063
vouchers for purchases	1780
vouchers for small charges in connection with	1680
War Department supplies to men ashore—accounting for	1768
warehousing—payment for	1659 (1)
warranty—found defective after supply under	1840
warranty—survey of articles supplied under	1837, 1840
waste or unauthorised use of	1792
weight on board—information and return of	1066

<b>Stowage—</b>	ART., &c.
coal or fuels—report of relative value as regards stowage	942
plan of	1034, 1068 (2)
reports of—supply on commissioning	1067 (4)
responsibility for	1035, 1037
<b>Stranding of H.M. Ship—Court-Martial procedure</b>	690, 691
<b>Striking Superior Officer—</b>	
Court-Martial for—evidence	691a (ii)
opportunity for—removal so far as possible	815 (3)
<b>String Band</b>	1161 (7), (8)
<b>Subaltern R.M.—</b>	
messing allowance	843 (1), (5), (6)
tactical exercises—maintenance of efficiency in	1156 (6)
<b>Sub-Lieutenant—</b>	
acting—failure to pass examination for promotion	268 (2)
acting—leave when borne disposable	368
acting—rating of Midshipmen as	268
acting—return to England for courses	271
acting—service marks	App. X. (Pt. II. (1))
acting—training	328, App. X. (Pt. I.)
assumption of rank of Acting Lieutenant	232 (1)
certificate of efficiency for Lieutenant's duties	267 (5)
definition of	213
dismissal or retirement for misconduct	App. XI. (5)
duties of	624
engine room training	562 (2, 3), 954 (4-8)
First Lieutenant's allowance	1406 (7)
inefficiency—report of	267 (5)
list—numbers on	268 (3)
messing allowance when in command	843 (2), (5), (6)
navigating duties—condition as to additional pay for	180 (2)
navigating duties—performance of other duties when appointed for	178, 180 (3)
numbers—regulation of	268 (3)
paying off—disposal on	1129
pilot—conditions for employment as	993 (1)
promotion—scale of	267 (6)
promotion to—commencement of higher rate of pay	1393
promotion to—commission required	223 (1)
promotion to Lieutenant	267 (5, 6)
qualification of Midshipmen for	268, App. X. (Pt. II.)
rank and command—order of	169, 171, 172
rounds when on watch at night	619 (14)
Royal Marines—failure to pass examinations	1154a (7)
Royal Marines—qualification for service with	322
Royal Marines—training for and confirmation in	1154a (1, 2), App. X. (Pt. VIa.)
senior in detached ship—assumption of command	232 (1)
seniority—how regulated	268 (1)
seniority—regulation of	273 (2)
service—how calculated for promotion	pages 7-8 (Vol. II.)
sick leave on full pay—period allowed	1396 (2), (3)
specialising in engineering—pay of	1393a
specialist duties performed by non-specialist	1407c
supervision by Officer of the Watch	619 (5)
waiting disposal—where borne	229 (1)
<b>Sub-Lieutenant R.N.R.—instruction abroad—pay and reports on</b>	902
<b>Submarine Course—Seaman ratings—notation on service certificate</b>	831 (15)
<b>Submarine Coxswain—gunnery non-substantive rating—requalification</b>	395 (6)
<b>Submarine Detector Ratings—</b>	
qualification for	App. X. (Pt. XX.)
training, and allowances	App. XV. (Pt. III. (88-90))
<b>Submarine Kit Allowance</b>	1440b

<b>Submarines—</b>	Art., &c.
advancement of ratings . . . . .	376 (7)
allowances, scale of, &c., for service in . . . . .	1372, App. XV. (Pt. III. (87))
extra issues of special provisions . . . . .	1690 (9a)
gases, poisonous and combustible—investigation of . . . . .	1286 (4) (5)
hard-lying money . . . . .	1487
precautions to ensure secrecy of internal arrangements . . . . .	588 (3)
ratings—paying off—disposal on . . . . .	1129
ratings in—facilities for working for higher rating . . . . .	376 (2)
samples of air to be sent for analysis . . . . .	1286 (3)
selection of Junior Officers for service in, &c. . . . .	328a
survey of—examination of battery and other tanks . . . . .	1075 (14)
<b>Submerged Flats—</b>	
air bottles in reservoirs—responsibility for . . . . .	901 (3a)
naked lights—use of . . . . .	540 (2)
<b>Subordinate Officers—</b>	
acting appointments in other ranks—ineligible for . . . . .	231 (2)
assignments, &c., of pay . . . . .	1863
attention to their men . . . . .	620 (2)
clothes—wearing of plain . . . . .	155 (5)
deprivation of time . . . . .	824 (2)
disability pensions . . . . .	1921
disposable at depôts—leave . . . . .	868
instruction by Gunnery Officer . . . . .	900 (3)
mess, wine, &c., accounts—settlement of . . . . .	847 (2)
misconduct or unfitness of—powers of Admiralty in regard to . . . . .	App. XI.
pay—date of commencement of . . . . .	1347
paying off—disposal on . . . . .	1129
physical instruction and swimming . . . . .	908 (2)
private allowances . . . . .	1422
rank and command . . . . .	214
salute—personal . . . . .	144
sent home from abroad—as to pay ticket . . . . .	1601 (1)
spirit—age limit for issue of . . . . .	845 (5)
supervision by Officer of the Watch . . . . .	619 (5)
supervision by Sub-Lieutenant . . . . .	624 (2)
transfer to ship at another port—as to pay during . . . . .	1391
uniform—wearing on leave . . . . .	155 (5)
wounded in action, &c.—pay . . . . .	1352 (3)
wounds or injuries—pensions for . . . . .	1900, 1902
<b>Subscriptions . . . . .</b>	1374
<b>Subsistence—</b>	
army, navy, or air force patients in hospital of the other . . . . .	
Services . . . . .	1248
large parties—arrangements for . . . . .	1499
marine from abroad sentenced to dismissal . . . . .	1173
prison—payment for men in . . . . .	774 (2)
<b>Subsistence Allowance—</b>	
abroad—repayment of expenses incurred . . . . .	1511
Chaplain—scale for . . . . .	660
committees—to half-pay officers on . . . . .	1506 (5), (6)
committees—to officers employed on . . . . .	1492-3
Court-Martial duty—officers ordered on . . . . .	1507
dismissal or discharge from the Service—to men or boys on . . . . .	1505
dockyard employees victualled in ship . . . . .	1683 (2)
marine officers and men between ships and headquarters . . . . .	1506 (7)
scale of, and conditions as to payment . . . . .	1506
shore establishments—to officers and men serving in . . . . .	1495
sleeping berths—additional allowance . . . . .	1506 (1a)
table money payable in addition under certain circumstances . . . . .	1382
war course—Flag Officers absent on coast reconnaissance, &c., . . . . .	
during . . . . .	817 (3)
when not payable . . . . .	1499
sports—in connection with . . . . .	1496 (10)
<b>Sugar—</b>	
duty free in H.M. Ships . . . . .	1884, 1886
issue—certificate of weighing on . . . . .	1735
issues to sick mess . . . . .	1736

<b>Summons</b> —service on board H.M. Ships . . . . .	ART., &c. 811 (2)
<b>Sunday</b> —	
Chaplain's duties on . . . . .	650 (1)
dinner allowance—messes have option of . . . . .	1699 (3)
Divine Service . . . . .	709
employment of ship's company on . . . . .	707
punishments suspended on . . . . .	756, 783 (6)
salutes on—prohibited hours . . . . .	88
Scripture reading on . . . . .	655
smoking . . . . .	548 (3), (5)
victualling arrangements on . . . . .	1682 (i)
<b>Superintendent of Dockyard</b> —	
applications to—relating to ship . . . . .	1060
committees—allowances during absence in connection with . . . . .	1382 (1)
definition of—for certain purposes . . . . .	460
drawings of bottom plating, &c., supplied by . . . . .	1067
external valves—information supplied to Captain . . . . .	1059
order from Commander-in-Chief objected to—procedure . . . . .	457
passage for—authority to order . . . . .	1539
table money—payment of . . . . .	1382
<b>Superintendent of Physical Training</b> —report to—quarterly . . . . .	907 (6)
<b>Superior Authority</b> —	
appeals against unjust treatment, &c. . . . .	8
definition of the term . . . . .	page xi (Vol. I.)
<b>Superior Officer</b> —	
appointment of officers by . . . . .	228 (1)
criticism of to be avoided . . . . .	10
respect towards . . . . .	5
<b>Supernumeraries (Generally)</b> —	
extra pay—work not qualifying for . . . . .	1468 (4), (5)
ledger—notation of duties in . . . . .	1562 (12)
pay and allowance when borne for special duties—accounting for . . . . .	1591 (5)
<b>Supernumeraries (Officers)</b> —	
assumption of command on death of Captain—conditions . . . . .	187
cabins for . . . . .	850 (8)
foreign officers—not to have charge of ship . . . . .	572 (2)
messing of . . . . .	839
on passage, doing duty in ship—rank and command . . . . .	187
rank and command when lent as . . . . .	186
servant—marine as . . . . .	1179 (5)
<b>Supernumeraries (Men)</b> —	
berthing and messing—provision for . . . . .	1056
coaling—extra pay for . . . . .	1491 (9)
hat-ribbons—free supply of . . . . .	1738 (9)
men or boys to be borne as—if no vacancy . . . . .	372
transferred to complement or to another ship . . . . .	373
troop allowance to victualling O.P.O. or P.O. of ship carrying . . . . .	1456
<b>Supersession</b> —	
abroad at own request—cessation of pay . . . . .	1358
abroad—pay continued during passage from . . . . .	1357
Captain—procedure in regard to unexecuted orders . . . . .	1859
closing accounts at home—periods borne upon ship's books for . . . . .	1397 (4-6)
discharge of officers from ship's books on . . . . .	597
flag allowance in case of—date of cessation . . . . .	1405 (3)
medical officer—disposal of stores . . . . .	1279
Navigating Officer—accounting for instruments, &c. . . . .	1031
Navigating Officer—disposal of log . . . . .	1026
pay—date of cessation of . . . . .	1399
<b>Supper</b> —time for . . . . .	853 (1), 854
<b>Supplementary Officers</b> —	
Dépôt selected to be reported . . . . .	229 (1)
discharge abroad—as to pay, bearing on ship's books, &c. . . . .	1357 (2)
members of Courts-Martial . . . . .	670 (3)

**Supplementary Officers—continued.**

ART., &amp;c.

messing allowance - - - - -	843 (5)
pay—cessation of - - - - -	1399 (2)
paying off—disposal on - - - - -	1129
promotion for distinguished or exceptional service - - - - -	266 (4)
sent home from abroad—as to pay ticket - - - - -	1601 (1)
waiting disposal—where borne - - - - -	229 (1)

**Supplies—**

abroad—standing contracts for - - - - -	437
detached ships—information furnished to - - - - -	433
from home—suggestions for improving - - - - -	433-4
local—avoidance if possible - - - - -	435 (1)
local—observance of Regulations - - - - -	435
local—suggestions for improving - - - - -	433-4
maintenance at naval establishments - - - - -	435 (1), 436
medicines and medical stores - - - - -	1276 (1)
provisions or stores—defective or short - - - - -	1036
purchases from private persons abroad - - - - -	459 (3)
receipts—rendering before sailing - - - - -	592
stores and provisions—record in log - - - - -	1025 (3)
stores, provisions, &c.—to foreign powers, other departments, merchant ships, &c. - - - - -	1812-7
tenders and prize vessels—made in kind to - - - - -	1629 (2), 1630
virtualling stores - - - - -	1701-31

**Supply Note—**

marine clothing—disposal of - - - - -	1731 (3)
provisions, clothing and virtualling stores—received with - - - - -	1706-8

**“Supply” Ratings** (shown under “Virtualling,” except leading rating).

**Surgeon and Agent—**

advance to men ill on leave for travelling - - - - -	1331r (13)
men ill on leave—attendance and medical certificates - - - - -	1331r (3), (5)

**Surgeon Captain—**

duties generally - - - - -	1253-63
qualifications and selection for rank of - - - - -	285

**Surgeon Commander—**

communication with Medical Director General—procedure - - - - -	1266
course of instruction and examination for - - - - -	App. X. (Pt. VII.)
duties on board ship - - - - -	1265-1323
failure to qualify as - - - - -	286 (4)
number allowed to hold rank by special promotion - - - - -	286 (3)
orders from Captain or other superior officer—obedience to - - - - -	1265
promoted to rank of—commencement of higher pay - - - - -	1393
promotion—half-yearly recommendations for - - - - -	515 (3a)
promotion to—acceleration - - - - -	286 (2)
qualifications and selection for rank of - - - - -	286
vacancy for—acting appointment in - - - - -	231 (1b), 233

**Surgeon Lieutenant—**

acting—appointment and training of - - - - -	288
acting—service after failure for confirmation - - - - -	288 (1)
acting—withdrawal after second failure for confirmation - - - - -	288 (1)
appointment of—commission required - - - - -	223 (1)
certificate of conduct—disposal of - - - - -	1326
communication with Medical Director-General—procedure - - - - -	1266
conduct and ability of—acquaintance of Surgeon Rear-Admiral or Surgeon Captain with - - - - -	1255
duties generally - - - - -	1324-7
entry of - - - - -	288
in charge—duties on board ship - - - - -	1265-1323
in charge—orders from Captain or other superior officer - - - - -	1265
instruction—course of for Surgeon Commander - - - - -	App. X. (Pt. VII.)
instructions—acquaintance with - - - - -	1324
instruments and journal - - - - -	1325-6
instruments—provision and examination of - - - - -	1267 (2)
medical duties of ship—performance of - - - - -	1327

**Surgeon Lieutenant—continued.**

professional certificates and reports on	ART., &c.
promotion—special	1321
qualification for Acting Surgeon Lieut. Commander	287 (2)
qualifications and examinations for	231 (1)
seniority of	228
temporarily entered—gratuities on discharge, &c.	288 (2)
temporarily employment in war or emergency	1920
	App. XII.

**Surgeon Lieutenant Commander—**

acting—appointment in vacancy	231 (1b), 233
acting—qualification for	231 (1)
communication with Medical Director-General—procedure	1266
course for	332
duties on board ship	1265–1323
failure to qualify as Surgeon Commander—compulsory retirement	286 (4)
number allowed to hold rank by special promotion	287 (2)
orders from Captain or other superior officer—obedience to	1265
promoted to rank of—commencement of higher rate of pay	1393
promotion for distinguished service or conspicuous professional merit	286 (3)
qualifications and examinations for	287
retirement—compulsory on failure to qualify for promotion	286 (4)

**Surgeon Rear-Admiral—**

duties generally	1253–63
promotion to—commission required	223 (1)
promotion to—how service is calculated	pages xiii–xiv (Vol. I.), pages 7–8 (Vol. II.)
qualifications and selection for rank of	284

**Surgery—course for senior medical officers**

333

**Surgical Instruments—**

examination of—on board ship	1256
provision and examination of	1267 (1)
supplies on commissioning	1268

**Surgical Operation—**

notice to medical officers of	1328
officers on leave undergoing—expenses of	1331q (3)

**Surveying—Hydrographic—**

boats for—Navigating Officer to have	1030
diversion of ship from	409
instruction of officers in	563
men—clothing and bedding when engaged upon	1416 (6)
officers—appointment, pay, &c.	323a
officers—exemption from general port duties	509
pay of officers	323a, 1416, App. I. (Pts. III. and IV.)
pay of petty officers and men	App. XV. (Pt. III. (91))
when to be undertaken	985

**Surveying Recorder—qualification for and allowances**

- App. X. (Pt. XXII.)  
App. XV. (Pt. III. (91))

**Surveying Ship or Vessel—**

establishment—alterations to be reported	409 (1)
evolutions—as to taking part in	409 (2)
extra issues of provisions, &c., in	1690 (9)
hard-lying money	1487
leave to crews of	872 (2)
leave when in home waters	872 (4d)
passage trials forbidden	917 (6)
programme of work and movements—direction of	409 (1)
service in—counting of	241 (1)
steaming in tropics—extra pay to men employed in stokehold	1476

**Surveys (Generally)—**

afloat—authority and requisition for	1818 (1)
afloat by ship's officers	1818–26

**Surveys (Generally)—continued.**

	ART., &c.
ammunition, &c., after action	633
armament—on ship paying off	904
articles purchased	1774
candles—when held upon	1837
Captain's duties in regard to	593-4
chain cables, steelwire hawsers, chains, &c.	1829-34
chest for confidential books, &c.	1847 (16)
collision or alleged collision with merchant ship—after	573 (3)
completion after paying off—arrangements for	450
defects, &c., developed after commissioning or refit at another	
port	1095
defects requiring repair on foreign stations	1093 (1)
dockyard report of	1077 (4), 1078
false report of—action in case of	1821
fraud, misrepresentation, neglect, &c., in connection with—	
report of	1820-1
gun machinery, and appliances—on relief of Gunnery Officer	900 (7), (8)
home ports—exemption of certain officers at	509
hydraulic gun mounting machinery—periodical	1076
implements—when held upon	1837
large refit—on paying off for	1077
machinery and boilers—on relief of the Engineer Officer	921
machinery, boilers, &c.—on paying off	1112
medical stores—when held and report upon	1837-8
medical—upon invalids	1227-35
naval and naval ordnance stores—as to quality	1827-8
naval ordnance stores returned damaged	1120
naval stores and fixtures and naval ordnance stores—as to	
quantity	1835-6
next—notation of nature and date of	1078
officers to carry out	1819
partiality or injustice of surveying officers	598
periodical—by Dockyard Officers	1077 (2)
plates and frames	1074-77
precedence of officers	181
presiding officer—rule as to	181
prizes to be purchased into the service	470-1
provisions and stores at ports where there is no naval estab-	
lishment	1826
provisions, clothing, &c.—when held upon	1837-40
provisions from yards and ships—application in regard to	1718
provisions supplied by contractors	1709
provisions supplied under warranty	1715
public money and stores on death or removal of Accountant	
Officer	594
purchases—as to quantity and quality	1825
report of—how dealt with	1818 (2), (3)
report of—how made	1822
ship generally	1077
stores and provisions—record in log	1025 (3)
stores—responsibility for arranging	522
stores upon recommissioning	1397 (7)
torpedo and electrical machinery and appliances—on relief of	
Torpedo Officer	901 (6)
torpedo stores (Whitehead)—as to quantity	1835
under orders of Commander-in-Chief	409 (1)

**Swahili**—interpreters in—qualification, gratuity and allowance . 346

**Swearing—**

avoidance and repression of	6
checking of—responsibility of Lieutenant	617

**Swimming—**

cadets must qualify in	273 (3)
instruction and test in—arrangements for	388
subordinate officers—instruction of	908 (2)

**Swinging Ship**—extra pay to Navigating Officer for . 1472

## T

<b>Table—Captains and Commanders in command</b>	ART., &C. 837 (3)
<b>Table Money</b>	1879-89, App. I.
absence on duty, leave or sickness—as to payment or cessation	
during	1382
advance on appointment from half pay	1607 (1-3)
Captain acting for Commodore Second Class on leave	1388 (2)
Commodore Second Class—during leave of	1388 (2)
proceeding to or returning from station—rate payable	1380 (2)
rates of	1379, App. I. (Pt. I.)
temporary succession to chief command—payment during	1383-4
transfer of command to successor—for day of	1386
<b>Tailor—wages, prize share, qualifications, &amp;c.</b>	App. XV. (Pt. I.)
<b>Tallow—</b>	
expenditure—attendance to	976 (2)
stowage of	540 (18)
<b>Tanks—submarine vessels—examination of battery and other</b>	1075 (14)
<b>Target Practice—</b>	
care in carrying out	883-4
expenditure of ammunition	533 (1)
Senior Officer to order	466
<b>Targets—casks used for—accounting for</b>	1729 (2)
<b>Taxes—payment by occupiers of official residences</b>	417
<b>Tea—</b>	
duty free in H.M. Ships	1884, 1886
issue and preparation of	1735
time for	853 (1), 854
<b>Teeth—</b>	
discharge on account of—precautions	1331d
duties of dental officers	1331a-1331p
<b>Telegrams</b>	1870-1
allotments—stoppage	1625 (2)
death or serious illness—informing relatives	575
<b>Telegraph Cable Ship—</b>	
lights to be carried by	1041 (4)
sound signals in fog, snow, &c.	1041 (15)
<b>Telegraphist Ratings—</b>	
Advancement to Leading Telegraphist	381-2
Advancement to Petty Officer	376a
due for discharge—P.M.Gs. certificate of proficiency in W/T	834a
not to be employed on general duties of ship, &c.	906
training, instruction, qualification and examinations	906 (2)
wages, prize shares, qualifications, allowances, &c.	App. XV.
<b>Telescope—</b>	
Lieutenant to provide himself with	622 (1)
Navigating Officer—provision by	1017
Sub-Lieutenants, Mates and Midshipmen—to be provided by	624 (7)
<b>Temper—altercations with men under influence of—to be avoided</b>	754 (5)
<b>Temperature—coal bunkers in harbour—report as to</b>	977
<b>Tenders—</b>	
command and authority of officers in	176
detached—as to pay accounts	1628
forms supplied to	1629
ledger—crews to be shown on separate lists of	1628
medical stores in—accounts of	1270 (3)
mess and wine accounts—responsibility for audit and settlement	
of	848
pilotage allowance not allowed in port to which they belong	993 (7)



<b>Tenders—continued.</b>	<b>ART., &amp;c.</b>
purchase or hire of vessel to be fitted as	470
seagoing—counting of service in	241 (1)
store accounts of—responsibility for	1805
summary punishments in—authority to award	752 (3), (4)
summary punishments in—when captain of parent ship absent	752 (4)
supplies in kind to—procedure	1629 (2)
victualling accounts—keeping and rendering of	1761-5
<b>Tenders for Contracts—invitations for and instructions for dealing with</b>	<b>1770, 1772 (d)</b>
<b>Territorial Army—deserters discovered in H.M. Ships</b>	<b>609</b>
<b>Territorial Limits—foreign—to be respected</b>	<b>493</b>
<b>Territories—British—</b>	
Governor, &c.—flying of flag	115-8
Governor, &c.—interchange of visits of ceremony with	99
Governor or High Commissioner—salute to	69 (II.)
Lieutenant Governor, &c.—salute	69 (III.-IV.)
<b>Testimonials—contractors—not to be given to</b>	<b>1788</b>
<b>Thames—salutes in—limit</b>	<b>86</b>
<b>Theft—</b>	
dental stores—report	1331c (6)
losses due to	1276 (3)
stores found	1811 (2)
stores or materials—report	1810
victualling stores—report	1755
<b>Thermometer—</b>	
record of readings in log	1025 (3)
supply, use, and record of observations	1008
<b>Tides—record in log</b>	<b>1025 (3)</b>
<b>Tide-way—ship anchored in—precautions</b>	<b>619 (17)</b>
<b>Time (Generally)—</b>	
description of, between 12 o'clock and 1	1866 (p)
desertion—forfeited by, and conditions as to restoration after	1361 (1), (2)
month or months, calculation of	page xiii (Vol. I.), page 6 (Vol. II.)
pay—reckoning for purpose of	1346 (3)
<b>Time (Officers)—</b>	
certificates not produced—effect of	824
deprivation of—how calculated	page 7 (Vol. II.)
deprived of—subordinate officers	824 (2)
engineer officers undergoing course—how counted	331 (3)
full-pay—counting of time on	241 (2)
gunnery course—how counted	320 (2)
half-pay—counting of time on	238
junior service—counting, &c., of	248, 249 (4), 250-1
loss of—pay not forfeited on account of	1400
Officers attending courses of instruction, &c.	339c
studying foreign languages abroad	340 (3)
torpedo course—how counted by Flag Officers	319 (2)
war course—how counted by Flag Officers	317 (2)
wounded officers receiving difference between full and half-pay	1352 (3)
<b>Time (Men)—</b>	
cell punishment entails forfeiture	783 (3)
counting of—for increases of pay	App. XV.(Pt. I., para. 5)
expiration abroad—detention of marines on	1175
expiration abroad—passage upon	1533
expiration abroad—procedure	369 (2-6)
forfeited during imprisonment or detention	774 (1)
forfeited—notation on service certificate	830 (10, 11)
forfeited on conviction by civil power	812 (3)
marine—record of forfeiture by	1186 (3), (4)
marines on probation in ship's police or sick berth staff	1174 (9)
pension—counting for purposes of	1943
reckoning for engagement purposes	369 (1)
Rigger in dockyard—counting of time as	1128 (3)

# Index.

To

<b>Tobacco—</b>	ART., &c.
duty free in H.M. Ships . . . . .	1886
issue and weighing of . . . . .	1740
issue—limit of and persons not entitled to . . . . .	1741
issue of—attendance of Master-at-Arms . . . . .	819 (2)
landing of . . . . .	1888
marines afloat—issue to . . . . .	1145
marines—issues to . . . . .	1746 (2)
officers and boys under 18—not to take up . . . . .	548 (9)
officers—issues to . . . . .	1746
pilots—supplied on repayment . . . . .	1747
price to be charged for . . . . .	1742
receipt on board—record of . . . . .	845
stems—landing of, forbidden . . . . .	1884, 1888 (13)
ullages—examination and weighing of . . . . .	1745
unservicable—disposal on paying off . . . . .	1749
<b>Tonnage—</b> pilotage purposes—rules as to use for . . . . .	997 (5), (6)
<b>Tool Money—</b> foreign service leave—payment during . . . . .	1398 (9)
<b>Tools—</b>	
instruction of Ordinary Seamen in use of . . . . .	377 (2)
loss—compensation for . . . . .	1559, App. VIII. (Note (7))
gun armament—responsibility for . . . . .	648a (1)
<b>Torpedo</b> . . . . .	882-904
accidents, failures, and defects—report of . . . . .	895 (5)
armament and fittings—instructions to Torpedo Gunner . . . . .	642
Captain's duties in regard to . . . . .	882-99
duties—carrying out of, when no Torpedo Officer, &c., borne . . . . .	888 (3)
firing and control officers—rank in fully commissioned ships . . . . .	888 (3a)
prizes for proficiency—award to seamen . . . . .	1447
efficiency—maintenance of by Commander-in-Chief . . . . .	425
engineer officers—instruction in . . . . .	331
examination for command of torpedo boats, &c. . . . .	324 (1)
	App. X. (Pt. IV. (7))
exercise in foreign waters . . . . .	493
improvement—fund for promoting . . . . .	1371 (9), (11)
improvement fund—scale of grants . . . . .	App. VIIA.
improvement fund—disposal of balance on paying off . . . . .	1371 (11)
Lieutenant specialising in—training and courses . . . . .	326
machinery on paying off—inspection and trial on . . . . .	1116
marked efficiency of ship in—report . . . . .	425 (3)
Midshipmen—training of . . . . .	App. X. (Pt. I.)
Officers specialising in—selection, training, &c. . . . .	321, App. X. (Pt. IIB.)
practice—care in carrying out . . . . .	883
practice—care to prevent loss or damage during . . . . .	889 (2), (3)
practice—expenditure of ammunition . . . . .	533 (1)
practice in foreign waters—permission to be obtained . . . . .	889 (4)
practice—Senior Officer to order . . . . .	466
prizes to seamen for proficiency in . . . . .	1447
system—suggestions for improvement . . . . .	531
system to be followed . . . . .	531
training—primary object of . . . . .	425 (2)
trials—reports on . . . . .	535
<b>Torpedo Allowance</b> . . . . .	1407, 1407c, App. I.
command money—payment in addition in certain cases . . . . .	1407 (3)
<b>Torpedo Boats and Torpedo Boat Destroyers—</b>	
command of—examinations for . . . . .	324, App. X. (Pt. IV.)
course for Seaman ratings—notation on service certificate . . . . .	831 (15)
experimental, &c., steaming—extra pay to Stoker ratings for . . . . .	1478, 1491 (9)
gun mountings—examination of . . . . .	892 (5)
gunnery and torpedo improvement funds—administration . . . . .	1371
hard-lying money for service in . . . . .	1487, 1491 (9)
inspection report upon . . . . .	423 (1)
lights to be carried by . . . . .	1042
officer's servant—allowance for . . . . .	App. XV. (Pt. III., No. 7)
saluting by—not authorised . . . . .	85 (1)
stores in—charge of . . . . .	1803 (4)

## To

## Index.

<b>Torpedo Boats and Torpedo Boat Destroyers—continued.</b>	ART., &c.
Sub-Lieutenant in command—messing allowance	843 (2), (5), (6)
victualling stores in—verification of	1839 (2)
warrant officers in—messing allowance to	843 (3-6)
wine and mess accounts—responsibility for audit and settle- ment of	848
work in confined spaces in—extra pay for	1475
<b>Torpedo Boatswain—waiting disposal—where borne</b>	229 (2)
<b>Torpedo Carriages—accidents, failures and defects—report of</b>	895 (5)
<b>Torpedo Course—</b>	
Engineer officers	331
Flag Officers, Captains and Commanders	319
Lieutenant—for warrant officer and petty officer candidates for	App. X. (Pt. II.)
navigating officers—short courses for	323 (8)
officers and men qualifying and re-qualifying	393
Second Lieutenants, R.M.A.	322 (2)
short courses for Lieutenants R.N. and officers R.M.A., R.I.M., and R.N.R.	321 (9)
time of officers attending—counting of	241 (3)
<b>Torpedo Coxswain—qualifications for</b>	397 (3)
<b>Torpedo Depôts—authority of Commander-in-Chief or Senior Officer</b>	457
<b>Torpedo Duties—</b>	
firing and control officers—rank in fully commissioned ship	888 (3a)
Lieutenants recommended for	321 (10)
non-specialists performing	1407c
officers appointed for—pay	321 (10)
when no Torpedo Officer borne	888 (3), 900 (5)
<b>Torpedo Fittings—</b>	
alterations and additions—list of	1094 (2)
care of, examination, repair, and maintenance generally	892
examination and test on commissioning, and alteration in new—trial of	500
paying off—inspection and trial on	443
pistols and warheads—retention in, or removal from ship entering harbour, &c.	1116
Torpedo Gunner—duties of	896
trial and inspection before commissioning	1642
	1052 (5-11)
<b>Torpedo Gunner—</b>	
acting—qualifications for	301 (5)
advanced course for	337 (3)
candidates for—misconduct of	300 (5)
candidates passed for—return on discharge	301 (6)
candidates qualified for—disposal, &c.	337 (3)
disposal on paying off	1129
diving party—charge of	893 (2)
duties generally	642
qualifications and examinations for	300-1
qualifying course for candidates	337 (6)
requalification	337 (6)
waiting disposal—where borne	229 (2)
<b>Torpedo Gunner's Mate—</b>	
acting—appointment of	396 (4)
drills—duties not to interfere with	886
men within three years of completing time for pension ineligible for	396 (5)
qualification, pay, &c.	896
re-engagement if within three years of completing first period of service	396 (5)
<b>Torpedo Gunner's Stores—</b>	
accounts—inspection of	1808
charge of	1803
demands for	1800

	ART., & C.
<b>Torpedo History Sheet</b> . . . . .	832 (4), 833
<b>Torpedo Log—</b>	
keeping and disposal of . . . . .	887
writing up, by Midshipmen forbidden . . . . .	App. X. (Pt. I., Sec. II. (7))
<b>Torpedo Manual—compliance with directions in</b> . . . . .	882 (1), 899
<b>Torpedo Officer—The</b>	
allowance—conditions of payment . . . . .	1407, App. I.
appointed also for First Lieutenant's duties—allowance . . . . .	1406 (2)
court of enquiry into loss of torpedo—to sit on . . . . .	898 (8)
defects in guns, mountings, &c.—attention to be called to . . . . .	900 (1)
definition of the term . . . . .	page xii (Vol. I.)
diving operations—direction of . . . . .	893 (2)
drills—duties not to interfere with . . . . .	886
duties of . . . . .	901
duties of—carrying out when none borne . . . . .	888 (3)
firing and control duties—rank in fully commissioned ship . . . . .	888 (3a)
machinery—care and repair of . . . . .	888
main guards inspection and repair—precautions to be taken . . . . .	901 (9)
before . . . . .	App. X. (Pt. I., Sec. II. (6))
Midshipmen—instruction in torpedo . . . . .	900 (5)
not borne—officer responsible for duties . . . . .	321
qualification . . . . .	901 (6)
relief—procedure on . . . . .	946a (2)
reservoirs in submerged flats—responsibility for . . . . .	892 (8)
responsibility for firing circuits . . . . .	1039
store rooms—responsibility for . . . . .	1371 (11)
torpedo improvement fund—payment to . . . . .	381
<b>Torpedo Petty Officer—candidates—training for</b> . . . . .	
<b>Torpedo Ratings—</b>	
advancement—guide to . . . . .	833 (2)
approaching completion of engagement . . . . .	395 (5)
Coast Guard—pay after admission . . . . .	404 (3)
paying off—disposal on . . . . .	1129
qualification and requalification . . . . .	393-9
qualification or requalification of—notation . . . . .	833 (3)
re-entered—procedure . . . . .	833 (4)
re-entry—requalification on . . . . .	395 (3), (4)
vacancies—filling of . . . . .	398 (4), (5)
<b>Torpedo Ratings (Higher)—</b>	
acting—training, &c., of . . . . .	398
allowance—reduction on failure to requalify . . . . .	399 (5), (6)
definition of . . . . .	399 (2)
failure and requalification . . . . .	399 (3-6)
selection or appropriation for . . . . .	833 (5)
training for higher gunnery rating—not eligible . . . . .	399
<b>Torpedo Rooms—submerged—admission to</b> . . . . .	538 (1)
<b>Torpedo School—</b>	
Captain of—trial and report on electric motors . . . . .	1052 (3)
military branch officers—exemption from general port duties . . . . .	509
officers borne in whilst waiting appointment . . . . .	229 (2)
warrant and commissioned warrant officers, and ratings transferred to, on paying off . . . . .	1129 (1)
<b>Torpedo Staff—</b>	
gunnery machinery—repair of electrical failures . . . . .	900 (6), 901 (4), (5)
repairs—not to carry out large mechanical . . . . .	888 (2)
repairs which cannot be dealt with by—execution of . . . . .	947 (1)
<b>Torpedo Stores—</b>	
accounting for . . . . .	1804 (1)
allowance and care of . . . . .	1789-94
allowances of—where shown and procedure for altering . . . . .	1790
charge and accounts of . . . . .	1803-5, 1808-10
charge of . . . . .	1803
demands for . . . . .	1800-1
deviation from authorised allowance of . . . . .	1800 (4-6)

	ART., &c.
<b>Torpedo Stores—continued.</b>	
expenditure—examination and approval of . . . . .	1808
maintenance of . . . . .	889 (1)
re-commissioning abroad—completion of establishment on . . . . .	1801
spare gear—trial return, and report on . . . . .	890
survey as to quantity . . . . .	1835
surveying officers . . . . .	1819
Torpedo Gunner—duties of . . . . .	642
when no Torpedo Officer borne—responsibility for . . . . .	900 (5)
<b>Torpedo Tubes—</b>	
accidents, failures, and defects—report of . . . . .	895 (5)
charge of, and responsibility for . . . . .	901 (3)
examination by officers of quarters . . . . .	892 (9-11)
paying off—examination on . . . . .	1117
precautions to ensure secrecy . . . . .	538 (3)
submerged—responsibility for valves of . . . . .	971
<b>Torpedo Warrant, &amp;c., Officers—paying off—disposal on . . . . .</b>	<b>1129</b>
<b>Torpedoes—</b>	
charge of and responsibility for . . . . .	901 (3)
embarkation and disposal of . . . . .	1057
lights for—stowage of . . . . .	540 (20)
loss of—Court of Inquiry into . . . . .	898 (8)
loss of—procedure on . . . . .	898
loss—report of . . . . .	898 (3), (7)
precautions to ensure secrecy . . . . .	538 (3)
repair of defects by ship's staff . . . . .	566 (2)
rewards for recovery . . . . .	898 (5), (6)
rewards for recovery—payment of . . . . .	898 (9)
survey on relief of Torpedo Officer . . . . .	901 (6)
when no Torpedo Officer borne—responsibility for . . . . .	900 (5)
Whitehead—care, management, and repair of . . . . .	899
<b>Towing—</b>	
hiring of tug for . . . . .	989
lights—rules as to carrying . . . . .	1041 (3), (5)
sound signals by vessels towing or towed in fog, &c. . . . .	1041 (15)
<b>Tracings—forwarding—instructions for . . . . .</b>	<b>1866 (n)</b>
<b>Trade Certificates—grant of to men on final discharge . . . . .</b>	<b>604a</b>
<b>Traffic at Home Ports—control in time of war . . . . .</b>	<b>498 (2)</b>
<b>Trafficking—</b>	
intoxicants—forbidden . . . . .	1697 (2)
prevention by Master-at-Arms . . . . .	815 (5)
prevention of . . . . .	815 (6)
restrictions upon . . . . .	735
traders not allowed on board H.M. Ships in home waters . . . . .	785 (3)
<b>Training (Officers) . . . . .</b>	<b>317-50</b>
midshipmen afloat . . . . .	App. X. (Pt. L.)
<b>Training (Men) . . . . .</b>	<b>375-90</b>
acting higher gunnery and torpedo ratings . . . . .	398
boys—instruction applicable . . . . .	375, 375a
marines afloat . . . . .	1155-9
non-substantive ratings . . . . .	393-403
officers' stewards and cooks . . . . .	358 (1), (2)
<b>Training Service Regulations—authority of . . . . .</b>	<b>376 (1)</b>
<b>Training Ships and Establishments—</b>	
canteen systems in . . . . .	857 (4)
leave to ships' companies . . . . .	872 (6)
new entries—dental treatment . . . . .	1331n
officers—exemption from general port duties . . . . .	509
religious instruction to boys in . . . . .	714 (1)
seaman boys in harbour training establishments, &c., training and advancement . . . . .	App. X. (Pt. XVIII.)
special instructions for . . . . .	406
<b>Transfer (from Ship to Ship, &amp;c.)—</b>	
accounts—closing of . . . . .	1612 (1)
allotments—action in regard to . . . . .	1598 (7)

# Index.

Tr

Index.		Tr
<b>Transfer (from Ship from Ship, &amp;c.)—continued.</b>		ART., &c.
applications for . . . . .	595	
date and time of—fixing of . . . . .	429	
discharge from ship's books on . . . . .	597	
exchange—dealt with by Captain of Fleet . . . . .	522	
pay and victualling on day of—where claimed . . . . .	1586	
port division—conditions of transfer from one to another . . . . .	360	
rating or pay not to be prejudiced by . . . . .	372	
subordinate officer to ship at another port—as to pay . . . . .	1391	
<b>Transfer (to another Rating)</b> . . . . .	391-2	
bedding and kit on—free issues of . . . . .	1738 (3-7)	
dealt with by Captain of the Fleet . . . . .	522	
incompetent men volunteering for another rating . . . . .	777 (1)	
official number—procedure in regard to . . . . .	1593 (4)	
special service men to continuous service . . . . .	391 (6), App. XV. (Pt. II.)	
unsuitable and incompetent men . . . . .	392	
<b>Transfer Lists</b> . . . . .	1598	
allotment—notation of . . . . .	1618 (k)	
appointment to ship—to accompany on . . . . .	1841	
charges incurred on passage—notation of . . . . .	1569 (1)	
detention or imprisonment—for men sentenced to . . . . .	1616	
disposal of . . . . .	1589	
men drafted to another ship . . . . .	1686	
men in hospital on sailing—notations . . . . .	599 (2)	
officers' addresses—when to be noted on . . . . .	412 (4)	
officers' stewards and cooks—particulars . . . . .	358 (16)	
on paying off, for each individual . . . . .	1129	
paying off abroad—to be made out in certain cases of . . . . .	1617 (8)	
persons casually victualled in other ships . . . . .	1685	
savings bank—as to preparation . . . . .	1636 (5)	
second class for conduct—notation of . . . . .	780 (4)	
subordinate officer transferred to ship at another port— notation in case of . . . . .	1391, 1422 (7)	
<b>Translations</b> —foreign letters or documents to be accompanied by . . . . .	1866 (o)	
<b>Transmitting Station</b> —admission to—precautions to be observed . . . . .	538 (1)	
<b>Transport</b> —road, mechanical—allowances for driving . . . . .	App. XV. (Pt. III., 59 and 60)	
<b>Transport Duties</b> —conduct of, at home and abroad . . . . .	1223-4	
<b>Transports</b> . . . . .	1223-5	
arrival with naval passengers—report of . . . . .	1533 (2)	
cargo—transhipping or removal of . . . . .	1225 (2)	
charter party—settlement of alterations in . . . . .	1225 (1)	
claims for messing—certificate to facilitate settlement . . . . .	1529 (2)	
discipline in—preservation of . . . . .	1223 (4), 1224 (3), (4)	
diversion from original service . . . . .	1225 (1)	
ensign and pendant worn by . . . . .	124	
indulgence passengers in—payments by . . . . .	1532	
invalids on passage in—medical charge of . . . . .	1533 (9)	
loading and unloading—regulation of . . . . .	1224 (4)	
masters in command—control of . . . . .	1224 (1)	
movements—orders as to . . . . .	1224 (3)	
movements of, &c.—entry in log . . . . .	1025 (3)	
officers appointed for service in or management of . . . . .	1223 (3)	
passage from abroad in . . . . .	1533 (11)	
passage home ordered in—rendering of Form S. 1119 . . . . .	1534	
report of passage ordered in . . . . .	1519	
time charter aboard—conditions under which to be taken up on . . . . .	1223 (2)	
victualling stores conveyed in—procedure . . . . .	1766 (2), (3)	
<b>Transport Service</b> —		
advance to officers appointed for . . . . .	1607 (2)	
rank and pay of officers . . . . .	App. VI.	
special instructions for . . . . .	406	
<b>Travelling</b> —		
large parties—arrangements for . . . . .	1499	
procedure when ordered to travel on Service . . . . .	1497	

	ART., &c.
<b>Travelling Expenses</b>	1494-1511
abroad—principles governing refund	1511
Accountant Officer in connection with purchase of stores, &c.	1659 (1)
advance to men by Surgeon and Agent—recovery of	1331r (13)
advance to meet	1508
allowed or not allowed at the public expense	1496
carriage hire—approval or disapproval of	1853 (3)
carriage or cab hire	1657 (2-4)
claims for repayment—preparation of	1500
claims—payment of	1509
committees—to officers employed on	1492-3
dismissal or discharge from the service—to men or boys on	1505
invalids unable to walk—cab hire	1505 (2)
medical survey—incurred by officers in attending Admiralty or hospital for	1235 (4)
men rejoining after navigating merchant ship	613
men without means returned to ship—charge against wages	879 (1), (2)
pension or invaliding—naval ratings and marines	1505 (5)
petty officer instructors and Divisional Armourers to R.N.V.R.	1496 (9)
prison—removal to and from	774 (2)
ratings paying off at ports other than their own	1180
repayment to officers and men serving ashore—conditions governing	1495
sports—in connection with	1496 (10)
<b>Travelling Warrants—</b>	
absentees and men on leave—recovery of cost from	1510
class of—for officers and men	1498
dismissal or discharge—to men and boys on	1505
issue of	1497-8
issue—officers authorised to	1494
leave—for return from	879 (2), (3)
marines disembarking and of conducting escort from head-quarters	1129 (2)
pilots—not to be issued to	997 (3)
railway or steamboat—officers authorised to issue	1494
<b>Travers Pensions</b>	1927 (3-5)
<b>Trawlers—</b>	
hard-lying money	1487
lights carried by	1041 (9)
sound signals in fog, rain, &c.	1041 (9 (i))
<b>Treasure—shipping of—procedure and report</b>	607 (1-3)
<b>Treasury Chest—</b>	
adjustments between navy and army funds through	1814
requisitions upon—for civil establishments and medical establishments abroad	459 (8)
<b>Trial by Civil Power—attendance of officer at</b>	812 (2)
<b>Trial by Court-Martial, &amp;c.—</b>	
application for	663, 663a, 701d
commencement of	677, 701j
conduct of—responsibility for	672 (6), 701h
deserters and other offenders waiting—how borne	1362 (1)
deserters waiting for—notation on service certificate	830 (10)
offences in military detention barracks—procedure for	730
preparatory procedure	663-665, 701d
procedure at	674-90, 701j
public—admission or exclusion of	674
release from arrest does not prejudice	722 (1)
<b>Trials (Ship, Fittings, &amp;c.)—</b>	
abandonment—report in case of	918
allowances to certain ratings in ships undergoing	1462
armament and fittings, reports on	535
articles under—record of and procedure generally	1806
coal or fuel—reports on	1806 (9)
electrical fittings, after commissioning	1068
gunnery, torpedo and electrical fittings—before commissioning	1052

# Index.

# Tr—Tu

<b>Trials (Ship, Fittings, &amp;c.)—continued.</b>	<b>ART., &amp;c.</b>
indicator diagrams to be taken during . . . . .	951
machinery—making and report of . . . . .	917
officers on board during . . . . .	911
passage—powers developed during quarterly . . . . .	915 (2)
passage—surveying ships not to make . . . . .	917 (6)
paying off—torpedo and electrical machinery and fittings on . . . . .	1116
report of—signatures to . . . . .	911
service in ships undergoing—counting of . . . . .	241 (1)
spare spars and fittings . . . . .	1064
steam—after repairs . . . . .	912
steam—work done for contractors in connection with . . . . .	1633 (1)
victualling store allowance to victualling rating in ship under- going . . . . .	1455 (9)
<b>Troop Allowance . . . . .</b>	<b>1456</b>
Victualling O.P.O. and P.O. entitled to . . . . .	1456
<b>Troops—</b>	
bedding and mess utensils when embarked—arrangements for . . . . .	1217
bedding—loan of marked . . . . .	1739 (5)
breakfast before disembarkation . . . . .	1220
command on shore—naval officers not to assume . . . . .	25
conveyance in H.M. Ships—instructions to Senior Officer . . . . .	469
Courts-Martial ashore on—expenses of witnesses . . . . .	1681
custody before trial by military authority . . . . .	1213 (3)
deserters discovered on board H.M. Ships . . . . .	609
deserters—expenses of escort . . . . .	1681
embarkation and disembarkation—regulation of . . . . .	1224 (4)
embarkation—report of . . . . .	1220
embarked as marines—pay, clothing, &c. . . . .	24
embarked for passage—discipline, messing, &c. . . . .	1212–22
entered in Navy—time for badges . . . . .	748
honours and respect to be shown to naval officers by . . . . .	140
landing and embarkation of . . . . .	1226
marines enlisting as—after purchase of discharge . . . . .	1172 (3)
medical attendance when embarked in H.M. Ships . . . . .	1218
messing allowance . . . . .	1699
offences to be dealt with on disembarkation . . . . .	1213 (12)
orders to—when embarked . . . . .	1213 (9), (10)
provisions issued for shore consumption by—accounting for . . . . .	1222
punishments afloat by officer in command . . . . .	752 (1), 753 (3)
punishments—summary award of . . . . .	1213 (5), (6), (8), (11), App. XX.
sick or invalided—as to embarkation . . . . .	1218
stoking, coaltrimming, &c.—employment on, and extra pay for . . . . .	1477, 1479, 1491 (9)
supplies for—arrangement for sea-conveyance . . . . .	1224 (4)
transport of—arrangement for . . . . .	1223–5
victualling in H.M. Ships . . . . .	1683 (3)
<b>Tropical Allowance . . . . .</b>	<b>1476, 1477, 1491</b>
<b>Tropics—trimming coal in bunkers—employment of coolies . . . . .</b>	<b>935</b>
<b>Trusses—</b>	
helmsman or quartermaster—men wearing not to take duty of . . . . .	1023 (3)
issue—notation on quarterly return of . . . . .	1307
<b>Tuberculosis—precautions against . . . . .</b>	<b>1294 (3–9)</b>
<b>Tubes—tin boxes containing—when to be opened . . . . .</b>	<b>634</b>
<b>Tugs—</b>	
hire of—for assistance or towing . . . . .	989
hard-lying money . . . . .	1487
<b>Tuition—charges for—notation in ledger . . . . .</b>	<b>1577</b>
<b>Turbines—steam—extra pay for work in interiors . . . . .</b>	<b>1475 (1b)</b>
<b>Turning Trials . . . . .</b>	<b>988</b>
<b>Turpentine—stowage of . . . . .</b>	<b>540 (9)</b>
<b>Turret Director Layer—ratings eligible for 396 (2), App. XV. (Pt. III. (44), (46))</b>	



<b>Turrets—</b>	Art., &c.
care of fittings, &c.	1085
examination by officers of quarters	892
precautions to ensure secrecy of internal arrangements	538 (3)
reservoirs—Gunnery Lieutenant's responsibility for	900 (1(aa))
<b>Typewriters—hire—local charges for</b>	1817a (10)
<b>Typhoid—"carriers"—precautions against</b>	1285a

U.

<b>Underwater Protection—against torpedoes, &amp;c.—precautions to ensure secrecy</b>	538 (3)
<b>Unemployed Full Pay List—</b>	
appointment from or discharge to—travelling expenses	1496 (2-6)
discharge to—form required on	1599 (3)
<b>Unfitness—</b>	
Coast Guard men—discharge	404 (4)
men and boys newly raised—survey for	352
officers—retirement for	App. XI.
officers' stewards and cooks discharged abroad for—as to pay	1358
<b>Uniform (Officers)</b>	154-6
active officers not on full pay—wearing by	156
ashore—smoking prohibited	548 (8)
Assistant Constructors afloat—gratuity to	1419
book of regulations	154 (1)
decorations, orders, and medals—wearing with	167
fancy dress balls—wearing at	155 (3)
foreign ports—wearing in	155 (6)
Lieutenants, Engineer Lieutenants or Carpenter Lieutenants promoted from warrant rank—gratuity	1420 (1)
losses—compensation for	1559, App. VIII.
Marine Officers—wearing of full dress	155 (7)
patterns to be adhered to	154 (2), 550 (1)
retired and reserved list officers—wearing by	156, 191 (2)
reviews, public balls, &c.—to be worn at	155 (2)
seizure for debt	813 (5)
Surgeons temporarily employed during war or emergency	App. XII.
transports or freightships—worn in	1223 (4), (5)
Warrant Officers—gratuity when temporarily appointed, acting, or on confirmation	1420 (2-4)
wearing of—as directed	4
when to be worn	155
white undress dress and full dress—wearing of decorations, orders and medals with	167
<b>Uniform (Men)—</b>	
absentees from ship under sailing orders—disposal	806 (5)
boys—arrangement and regulation of issue to	551 (2)
care, issue, and expenditure—responsibility for	1332
charges for—entry in ledger	1577
death or desertion of marine—charge or disposal on	1164 (11), 1731 (6)
demands for	620 (5), 1701
deserters—restoration to	806 (6)
discharge by purchase—disposal on	602 (9)
discharge to hospital—list to accompany	821 (5)
discharge—value recoverable in certain cases	1438
duck suits for marines in working parties in general depôts and at Malta	1443
established—adherence to	550 (1)
exceeding number of articles	550 (1)
gratuitous issues on entry, transfer or re-entry	1738
gratuity for provision of	1438
hospital patients—to accompany	1241
hospital—taken up in	1242
improperly sold, &c.—report	620 (3)
inspection of	551 (1)
issue and sale of—attendance of Master-at-Arms	819 (2)
issue—arrangement and regulation of	551 (2)

**Uniform (Men)—continued.**

issue bringing man into debt . . . . .	1611 (4), 1743 (5)	ART., &c.
issue—procedure in regard to . . . . .	1743	
issue suspended for final quarterly balance of ledger . . . . .	1611 (1)	
issues to men not entitled to gratuitous supply . . . . .	1738 (8)	
joining ship—record on . . . . .	620 (4)	
landing from ship—pass for . . . . .	738 (3), (4)	
losses—compensation for . . . . .	1559, App. VIII.	
marines . . . . .	1164-7	
marines—disposal of misfit . . . . .	1731 (8)	
marines—disposal on paying off . . . . .	1731 (5)	
marines—issues to . . . . .	1145, 1746 (2)	
marines—stocks for issue on repayment to . . . . .	1731 (7)	
marines—store-room for, and charge of . . . . .	1169	
marines—supplies, charge and accounts of . . . . .	1731	
marines—supplies on Mediterranean Station . . . . .	1731 (10)	
marines—survey of remains annually . . . . .	1731 (9)	
marking—record and inspection of . . . . .	620 (3)	
patterns to be adhered to . . . . .	550 (1)	
prices to be charged for . . . . .	1742	
proper for climate . . . . .	552 (1), 1236	
proper—to be worn . . . . .	620 (2)	
receipts for . . . . .	1706-8	
representations as to . . . . .	11	
return into store—authority for . . . . .	1714 (2)	
returned to Victualling Yard—procedure . . . . .	1748	
sale of—permission for . . . . .	759	
sale or disposal of—on dismissal or discharge for misconduct . . . . .	759	
seizure for debt . . . . .	813 (5)	
special service men . . . . .	App. XV. (Pt. II.)	
stock on board—information to Captain as to . . . . .	1835	
stocks to be maintained . . . . .	1705 (2-4)	
stowage—place of . . . . .	1723	
supplies of—responsibility for obtaining . . . . .	1332 (3)	
supply—maintenance of . . . . .	1334	
supply notes . . . . .	1706-8	
surplus—return into store of . . . . .	1714	
surveying—gratuitous issues when engaged on . . . . .	1416 (6)	
surveys upon—when to be held . . . . .	1837	
tenders and prize vessels—issues in . . . . .	1623-30	
transactions—responsibility for . . . . .	1332 (2)	
transport or freight ships—worn in . . . . .	1223 (4), (5)	
ullages—examination and measuring of . . . . .	1745	
unserviceable—disposal of . . . . .	1749, 1823 (2)	
ward room attendants . . . . .	1164 (3), 1179 (12-17)	
weights and measures for issue of . . . . .	1732	
wet—men not to remain in . . . . .	552 (1)	
<b>Union Flag—</b>		
distinguishing flag of Admiral of the Fleet . . . . .	102	
flying with Royal Standard when under way . . . . .	40 (2)	
wearing—by ships in commission . . . . .	118	
<b>Unskilled Ratings—transfers to</b> . . . . .	391 (2)	
<b>Unsuitable Men—Transfer or discharge</b> . . . . .	392	
<b>Urgency—steam power to be used in case of</b> . . . . .	915 (4)	

## V.

<b>V.S.A.</b> . . . . .	1455, 1462	
<b>Vaccination and Re-vaccination—entry or during service—of all persons</b> . . . . .	1316	
particulars to be entered in medical journal and returns of . . . . .	1309, 1316 (5a)	
naval hospitals, &c. . . . .	1316 (10)	
refused—procedure . . . . .		
<b>Valves—</b>		
automatic—examination of . . . . .	543 (4)	
closing—regulations for . . . . .	542	
closing while under way . . . . .	542 (2)	
drawings showing position of . . . . .	1068	

	ART., &c.
<b>Valves—continued.</b>	
Engineer Officers' knowledge of—examination	330
external—Captain's acquaintance with position, dimensions, &c., of	1059
fire service—drawings showing position of	541 (2)
gun mountings—examination and test of valves in rains	892 (7)
information furnished to Engineer Officer as to	950
knowledge of, by Engineer Officers	948
opening and closing of	957 (1)
plugs for discharge valves—fitting when undocking	970
shut in harbour—measures to ensure	977
shut when undocking—responsibility for seeing	971
sluice—examination weekly	546 (2)
survey of	1075 (2)
<b>Varnish—stowage of</b>	540 (9)
<b>Vegetables—</b>	
fresh—maintenance of supplies	1702-3
purchases of	1769 (1)
receipt of fresh—procedure on	1710
receipt of fresh—record in log	1025 (3)
supervision of supplies by Medical Officer	1294 (2)
supplies from contractors—survey	1709 (2)
unwholesome, in bumboats—report	818
<b>Ventilation—</b>	
artificial—precautions when not working	546 (3)
bunkers after coaling	962 (2)
enclosed spaces	543 (5)
Engineer Officer's knowledge of	330
examination of ventilators	540 (19)
magazine and shell rooms—precautions	627
magazines and shell rooms—responsibility for	900 (2)
measures to ensure—for prevention of disease	1236
mess decks and flats in bad weather	554 (4)
Shipwright Officer's knowledge of	839, 644 (10)
store rooms—responsibility for	1039
system—examination of	546 (2)
thorough—measures to ensure	554
watertight doors—opening of	542 (2)
<b>Ventilators—examination of</b>	540 (19)
<b>Vermin—virus or poison—permission for use of</b>	554 (5)
<b>Very's Lights—</b>	
lifeboats to be supplied with	619 (5)
sea boats—placing in	641 (2)
<b>Vice—discouragement of</b>	6
<b>Vice-Admiral—</b>	
flag—distinguishing	103
flag painted on boats	104
foreign—salute	76
French—special rule for salutes	76 (2)
honours and marks of respect accorded to	132
qualifications for rank of	262, 264
rank and command	169, 172, 192
salute—particulars of	69 (xvi)
visits of ceremony—interchange with foreign naval officers	96
<b>Vice-Admiral of the United Kingdom—qualification for</b>	260
<b>Vice-Consul—relative rank with naval officers</b>	98 (d)
<b>Viceroy of India—</b>	
authorises salutes in certain cases	63
embarked—hoisting of flag	68 (1), (2)
flag—mast to be worn on	111 (2)
in presence of Royalty—salute	43 (2)
reception of—national anthem to be played	131 (2)
salute	55 (1), 56
salute not returned	92 (4)

	ART., &c.
<b>Viceroy</b> —military honours and respect to . . . . .	139
<b>Victoria Cross</b> —rules and ordinances . . . . .	157
<b>Victory</b> —saluting—arrangements for . . . . .	89
<b>Victualling</b> . . . . .	1682-1768
absence from ship—notation in case of . . . . .	1573
allowance in lieu of . . . . .	1517
arrangements and allowances for . . . . .	1682
books and returns connected with . . . . .	1561
Boy Artificers, boys and youths—arrangements for . . . . .	1682 (2 (d) & (e))
casually in other ships—transfer list . . . . .	1685
cell punishment—checked for period of . . . . .	783 (4)
cell punishment—men undergoing . . . . .	1682 (2 (i))
checking during absence, &c. . . . .	1684
dismissal awarded abroad—arrangements during passage home . . . . .	753 (8)
distressed British subjects—requisitions or orders regarding . . . . .	1589
extra issues authorised in special cases . . . . .	1690-2
general mess system . . . . .	1682 (2 (b))
hired men docking or repairing ship . . . . .	1108
hired workmen repairing H.M. Ships . . . . .	1093 (3)
illness on leave—men or boys checked for . . . . .	1331r (2)
leave—chief petty officers, petty officers, men and marines during . . . . .	1682 (2 (f & g))
leavebreakers checked for . . . . .	877 (1)
men absent from their own ship . . . . .	1690 (6), (7)
men drafted to another ship . . . . .	1686
men employed out of ship—arrangements for . . . . .	569 (2)
messing allowance and issue of provisions on repayment . . . . .	1699-1700
misconduct officers and others sent home or waiting passage . . . . .	1606
offenders waiting disposal . . . . .	1682 (2 (h))
officers, commissioned warrant and warrant officers—arrangements for . . . . .	1682 (a)
officers or men absent on duty—landing of provisions for . . . . .	738
officers' stewards and cooks—arrangements for . . . . .	1682 (2 (c))
orders or correspondence in regard to—disposal . . . . .	1589
passage—record in case of persons on . . . . .	1569
paying off—arrangements on . . . . .	1682 (2 (k))
persons lent—arrangements for record, &c., of . . . . .	1570
persons not belonging to the Navy . . . . .	1683
petty officers, seamen, and marines—arrangements for . . . . .	1682 (2 (b))
pilots borne for . . . . .	997 (1)
summary—preparation of . . . . .	1562 (10)
provisions—allowance of . . . . .	1682-98
ration—daily standard . . . . .	App. XVI. (Pt. I.)
responsibility for . . . . .	1332 (2)
shore establishments and stationary depôt ships—arrangements in . . . . .	1682 (2 (k))
short allowance in case of necessity . . . . .	1688 (2)
sick mess—number in . . . . .	1272 (1)
sick mess—patients in . . . . .	1689
stocks of provisions and medical comforts to be carried . . . . .	App. XVI. (Pt. III.)
substitutes and extra issues . . . . .	1688 (1)
summary of—keeping and rendering . . . . .	1561 (1)
Sunday, Christmas Day, and Good Friday, &c.—arrangements for . . . . .	1682 (2 (j))
supplies, demands, &c. . . . .	1701-31
supplies to naval and marine brigades on shore . . . . .	1767-8
transactions—responsibility for . . . . .	1332 (2)
transfer or discharge from ship—claim for day of . . . . .	1586
working parties—arrangements for . . . . .	569 (2)
<b>Victualling Accounts</b> . . . . .	1757-88
biscuit dust—credit for . . . . .	1718 (2)
books for keeping . . . . .	1758
casks and packages shown in . . . . .	1729
contractors—to be closed before leaving port . . . . .	1757
disposal of . . . . .	1758
entries and alterations in . . . . .	1759
naval and marine brigades on shore . . . . .	1767-8

<b>Victualling Accounts—continued.</b>	ART., &c.
period compiled for . . . . .	1760
rations credited in—basis for calculating number . . . . .	1562 (2)
tenders or prize vessels—keeping of and rendering by . . . . .	1761-5
transfer of crew of tender or prize vessel to another ship . . . . .	1765
transmission into office . . . . .	1874
war—modified procedure in time of . . . . .	34, App. XIX. (Pt. V.)
<b>Victualling Allowance—definition of . . . . .</b>	1682 (1)
<b>Victualling Allowance for Passengers—</b>	
advance by Accountant Officer . . . . .	1557
colonial officials . . . . .	1541, 1547
joining inferior or superior table . . . . .	1553
King's or official messenger . . . . .	1555
master or mate of wrecked merchant ship . . . . .	1556
payment by passengers . . . . .	1554
period for which payable . . . . .	1551
pilots—rates for . . . . .	1545
proportion paid when not embarked, when re-landed or transferred, or disembarked on duty . . . . .	1558
scale may be departed from . . . . .	1546
scales of . . . . .	1540-2
servants provided for in scale of . . . . .	1552
<b>Victualling and Check Book—</b>	
entries in and disposal . . . . .	877 (1)
keeping of . . . . .	821 (1), (2)
use of . . . . .	1684 (3)
<b>Victualling and Check Sheets—disposal of . . . . .</b>	1589
<b>Victualling and Cookery—courses for Accountant Officers . . . . .</b>	335a
<b>Victualling and Meat—courses for Acting Warrant Supply Officers . . . . .</b>	339a
<b>Victualling Assistant—(new title Supply Assistant) . . . . .</b>	
allowance to person acting as . . . . .	App. XV. (Pt. III. (6))
control of . . . . .	1340
promotion of . . . . .	381-2
<b>Victualling C.P.O. (new title Supply C.P.O.)— . . . . .</b>	
allowance to person acting as . . . . .	App. XV. (Pt. III. (6))
control of . . . . .	1340
person doing duty of—victualling store allowance in certain cases to . . . . .	1462
ship undergoing trials, &c.—allowance to rating doing duties in . . . . .	1462
troop allowance . . . . .	1456
<b>Victualling P.O. (new title Supply P.O.)—</b>	
advancement to . . . . .	381-2
allowance to person acting as . . . . .	App. XV. (Pt. III. (6))
control of . . . . .	1340
troop allowance to . . . . .	1456
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Victualling Ratings—(new title Supply Ratings)—</b>	
advancement . . . . .	381-2
messing arrangements . . . . .	852 (4)
reports on . . . . .	1841
stationing at general quarters and fire stations of . . . . .	612 (3)
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)
<b>Victualling Store Allowance . . . . .</b>	1462
<b>Victualling Stores—</b>	
care, issue, and expenditure—responsibility for . . . . .	1333
commission for purchase of . . . . .	1659 (1)
conveyance of—procedure . . . . .	1766
daily or frequent supplies—receipts for and supply notes with . . . . .	1707
demands—framing, &c. . . . .	1701
embezzlement—prevention of . . . . .	1755
inspection of . . . . .	1719-20
issues and returns . . . . .	1732-49
issues to sick mess . . . . .	1736
losses deficiencies, or damage—procedure in regard to . . . . .	1750-6

# Index.

Vi—Wa

## Victualling Stores—continued.

ART., &c.	
Navigating Officers' responsibilities in connection with	1085-7
paying off—procedure for dealing with on	1117
private use forbidden	1755
purchases—responsibility for	1832 (3)
receipts for	1706-8
re-commissioning abroad—required for	1801
remains of—verification of	1839
return into store—authority for	1714 (2)
returned to victualling yard—procedure	1748
stock on board—information to Captain as to	1835
supplies, demands, &c.	1701-31
supplies from contractors—survey, &c., of	1709
supplies of—responsibility for obtaining	1832 (3)
supplies—receipts for	1757
supplies—responsibility for maintenance of	1834
supplies to other ships	1737
supply notes	1706-8
surplus—return into store	1714
survey on board—authority and requisition for	1818 (1)
survey—report of	1822
surveying officers	1819
theft and prosecutions under Public Stores Act, 1875—report	1810
theft—report in case of	1755
unserviceable—disposal on paying off	1749
vouchers for receipts or supplies—signature of	1708
vouchers for small charges in connection with	1680
weights and measures for issue of	1732

## Victualling Yard—

chief and petty officers may pass gates	728 (5)
Commander-in-Chief's authority over	457
regulations of—Captain to be acquainted with	524 (2)
return of stores to—procedure	1748
slinging and unslinging hammocks in—extra pay for	1482, 1491 (9)

## Virus—use of—precautions

554 (5)
---------

## Visits of Ceremony

95a-100
---------

boat for diplomatic, colonial, &c., officers	100
British consular authorities—exchange with	98
British diplomatic functionaries in charge of embassies—exchange	97
carriage hire allowed for	1657 (2)
civil, naval, or military functionaries—salutes	69
Colonial Governors, &c.—interchange with	99
foreign naval officers—interchange with	96
foreign Sovereigns or Chiefs of States—salutes and flags	44 (1)
foreigners of distinction—salute	77
"Governor," &c.—meaning of terms	99 (7)
Indian functionaries—salutes and flags	68 (1), (3)
member of foreign Royal Family—salutes and flags	45 (1), (2)
member of the Royal Family—salute	42 (2)
military, colonial, diplomatic, &c., functionaries—flying of flag	115 (c)
record in log	1025 (3)
to ships in Indian waters—salutes	56, 60
to Foreign Ports, arrangements for	95a

## Vouchers—

paying off abroad—examination and disposal on	1133
purchases of stores and provisions	1780

## W.

W.S.—signification of	224a (3)
W.S.A.	1444
W/T.—on service certificate	830 (10)
W/T. Officer—definition	page 6 (Vol. II.)

## War—

between foreign powers—neutrality	491
clerical duties may be modified during	34, App. XVIII. (Pt. I.), App. XIX.

<b>War—continued.</b>	<b>Art., &amp;c.</b>
conveying merchant vessels during	1044-51
distinguished service of supplementary Lieutenant during— promotion for	266 (4)
home ports—control of traffic and disposal of ships during	498 (2)
meat rations increased in time of	1690 (8)
mistakes or negligence of ships during—correction	519
neutral ports—entry in	492
officers on reserved, retired, &c., lists, called out on	191
precautions during time of	528
readiness for	528
returns, accounts, &c., dispensed with during	App. XVIII. (Pt. I.)
strange vessel sighted at night during—precautions	619 (13)
Surgeons temporarily employed during	App. XII
troops and army stores during—landing and embarkation of	1226
<b>War Course</b>	317
<b>War Department—supplies to or receipts from</b>	1814-5
<b>War Staff Officer—</b>	
applicant for appointment—knowledge of naval history	327a (3)
appointment	224a (3)
non-specialist performing duties	1407c
removed—special report as to zeal and aptitude	224a (5)
reports on	1851 (6a)
specialist allowance for duties	1407
<b>Ward Room Mess—</b>	
advance on formation	841
army officers on passage, to join	1548-9
Assistant Constructors to join	839 (3)
charts supplied to	1013
dress gratuity to stewards in certain naval establishments at home	1439
dutiable goods free of duty for	1838
furniture—supplies, repairs, renewals, &c.	1802
gun room officers in—allowance to	843 (2), (5), (6)
inspection of books	845 (8)
King's or official messenger in	1555
lights—time to be extinguished	540 (5)
mess traps—supply	840
officers in	837 (2)
passengers in, and allowances for each	1541 (1)
pilot messing in—allowance	1545
stores conveyed at public expense when re-commissioning abroad	App. IX. (Pt. I.)
subscription—limit of	849
table of Lieutenant in command included in	1543 (1)
<b>Ward Room Officers—cabins for</b>	850 (4), (5)
<b>Ward Room Attendants—</b>	
allowances to	1179 (5)
clothing, &c.	1164 (3), 1179 (11-17)
dress gratuity payable in certain naval establishments at home	1439
entry in harbour ships, &c., for training	858 (1), (2)
leave—payment of allowance	1179 (3), 1607 (7)
marines employed as	1179
promotion prospects	1179 (4)
record of service	1179 (7a)
<b>Warehouse—hire by Senior Officer</b>	470
<b>Warehousing</b>	1659
<b>Warrant Electrician—</b>	
acting—appointment in vacancy	233
candidates for—misconduct of	300 (5)
candidates for—recommendation of	300 (3), (4)
paying off—disposal	1129
promotion to—warrant required for	223 (2)
qualifications and examination for	300, 310, App. X. (Pt. XV.)
waiting disposal—where borne	223 (2)

<b>Warrant Engineer—</b>	Art., &c.
acting—appointment in vacancy . . . . .	233
candidate for—roster . . . . .	309
candidates—removal from roster . . . . .	309 (2)
examination for . . . . .	App. X. (Pt. XIII.)
promotion to Engineer Lieutenant . . . . .	281 (2), 299
promotion to Engineer Lieutenant—selection and qualification for . . . . .	App. X. (Pt. V.)
promotion to Mate (E) . . . . .	281a
promotion to—warrant required for . . . . .	223 (2)
qualifications and examination for . . . . .	300, 307, App. X. (Pt. XIII.)
waiting disposal—where borne . . . . .	229 (1)
<b>Warrant Engineers, R.N.R.—borne for training—report of . . . . .</b>	<b>824 (5)</b>
<b>Warrant for Arrest—</b>	
debt—directions to Captain in regard to . . . . .	813
offenders against Naval Discipline Act on shore . . . . .	606
<b>Warrant Instructor in Cookery—</b>	
control of . . . . .	1338 (1)
duties of . . . . .	1338 (8)
promotion to—warrant required for . . . . .	223 (2)
qualifications for . . . . .	300, 316
waiting disposal—where borne . . . . .	229 (1)
cookery course for Acting officers . . . . .	339b
<b>Warrant Master-at-Arms—</b>	
candidates for—recommendation of . . . . .	300 (3-4)
duties of Regulating Branch . . . . .	815-821
promotion to—warrant required for . . . . .	223 (2)
qualifications for . . . . .	300, 305
promotion to Lieutenant . . . . .	267 (2-6)
rank and command—order of . . . . .	169, 171
waiting disposal—where borne . . . . .	229 (1)
<b>Warrant Mechanician—</b>	
acting—appointment in vacancy . . . . .	233
candidates for—roster . . . . .	309
candidates—removal from roster . . . . .	309 (2)
promotion to—warrant required . . . . .	223 (2)
promotion to Engineer Lieutenant—selection and qualification for . . . . .	281 (2), App. X. (Pt. V.)
promotion to Mate (E) . . . . .	281a
qualifications and examinations for . . . . .	300, 307, App. X. (Pt. XIII.)
waiting disposal—where borne . . . . .	229 (1)
<b>Warrant Officer—</b>	
acting, abroad—selection of . . . . .	231 (1d)
acting—appointment, confirmation, and seniority . . . . .	300 (6)
acting appointments in other ranks—ineligible for . . . . .	231 (2)
acting, not confirmed—counting of time . . . . .	254 (1)
acting, on foreign station—selection of men for . . . . .	231 (1d)
acting—outfit gratuity . . . . .	1420 (2-4)
acting—selection and appointment of . . . . .	231 (1), (4)
acting temporarily—outfit gratuity when appointed or confirmed . . . . .	1420 (2-4)
acting, temporary—counting of time . . . . .	254 (2)
address—notation of, on discharge from ship abroad . . . . .	412
allotments—monthly payment . . . . .	1620 (2)
appointment to ship paying off for refit . . . . .	1117 (2)
cabins for . . . . .	850 (3), (6)
candidates for—misconduct or unsuitability of . . . . .	300 (5)
candidates for—notation on Service Certificate of recommenda- tion . . . . .	300 (2)
children—arrangements, in certain circumstances, for education of . . . . .	2011-3
command—qualifying and requalifying for . . . . .	336a
definition of term and list of . . . . .	page 7 (Vol. II.), 223 (2)
dépôt—final selection of . . . . .	229 (3)
discharge abroad—as to pay, bearing on ship's books, &c. . . . .	1357 (2)
dismissed the Service—compassionate allowance . . . . .	App. XI. (6a)



**Warrant Officer—continued.**

	ART., &c.
examination for rank of	App. X. (Pt. XII.)
extra pay for receiving stores in dockyards	1471, 1491 (9)
First Lieutenant's allowance	1406 (7)
gallantry and daring—promotion for	299 (2)
in command—messing allowance	843 (4-6)
injury or insanity due to Service, &c.—pay	1353 (2)
losses of clothing, &c.—compensation for	App. VIII.
messing accommodation	844
messing allowance in certain cases	843 (3-6)
misconduct after retirement	2017 (2)
misconduct or unfitness of—powers of Admiralty in regard to	App. XI.
navigating duties—allowance for	1407b (6)
navigating duties—educational test of candidates for	App. X. (Pt. XII.)
navigating—provision of sextant by	1017 (2)
navigation—qualification and re-qualification in	336a
pay—cessation of	1399 (3)
pay—date of commencement of	1347
paying off—disposal on	1129
promoted to Lieutenant—counting of time	245
promotion—gratuity for outfit on	1420 (1)
promotion to—commencement of higher rate of pay	1393
promotion to commissioned rank—qualification for	267 (2), 268a, App. X. (Pt. IIA.)
promotion to Commissioned Warrant rank	298
promotion to Engineer Lieutenant	299 (6), App. X. (Pt. XIA.)
promotion to Lieutenant	267 (2-6), 299, App. X. (Pt. IIA.)
promotion to Lieutenant—eligibility for	299, App. X. (Pt. XIA.)
qualifications and examinations for	300-16
quarter deck duties, vacancy for—acting appointment in	231 (3)
quarter deck duties—appointment in Boatswain's vacancy	231 (3)
rank and command—order of	169
salute—personal	144
sent home from abroad—as to pay ticket	1601 (1)
sick leave—pay and where borne during	1396 (5)
specialist allowances	1407a
specialist duties performed by non-specialist	1407c
store allowances	1417, App. VII.
study of—Naval Instructor to assist	662 (2)
time, confirmed and acting—how counted	254 (1)
training and examinations generally	336-9
training as Officer of the Watch	336
waiting disposal—where borne	229 (1-2a)
widow's pension—service qualification for	1986 (5)
wines, spirits, &c.—issue of	845 (6), (7)
wounded in action, &c.—pay	1352 (2)
wounds or injuries—compensation for	1912-4
wounds or injuries—pensions for	1900, 1902

**Warrant Officers and above—**

titles—note as to revision	page 9 (Vol. II.)
list of	page 7 (Vol. II.)

**Warrant Officer, R.M.—**

list of	page 7 (Vol. II.)
pensions	1210
promotion to commissioned rank	App. X. (Pt. VIa.)
promotion of N.C.O.'s to	1154b
promotion to commissioned officer from warrant rank	1154c
retirement—age for	1210
uniform, boots and shoes	1165-67

**Warrant Officer, Class I., R.M.—**

good conduct medal—wearing of	1192 (8)
Naval and Greenwich Hospital pensions	1927-1929

**Warrant Officer, Class II., R.M.—**

character—assessment	1186 (1a)
detained in the Service—pay	1175 (2)
distinguished or meritorious service—reward for	1183
good conduct badges	1187
wages, prize shares, &c.	App. XV. (Pt. I.)

# Index.

Wa

<b>Warrant Officers' Accounts—</b>	ART., &c.
inspection of	1808
war—modified procedure in time of	34, App. XIX. (Pt. VI.)
<b>Warrant Officers' Mess—</b>	
dress gratuity to waiters in certain naval establishments at home	1440
formation of	837
King's or official messenger in	1555
lights—time to be extinguished	540 (5)
limit to subscription	849
mess traps—supply of	840
passengers in and allowance for each	1541 (1)
pilot in—allowance	1545
<b>Warrant Officers' Stores—</b>	
charge of	1803
demands for	1800
surveying officers	1819
<b>Warrant Ordnance Officer—</b>	
candidates for—course	338a
candidates for—misconduct of	300 (5)
candidates for—recommendation of	300 (3), (4)
disposal on paying off	1129
duties	648a
promotion to—warrant required	223 (3)
qualifications and examinations for	300, 311, App. X. (Pt. XVI.)
relations with Gunnery Officer	648a (2)
waiting disposal—where borne	229 (2)
<b>Warrant Shipwright—</b>	
acting—appointment in vacancy	233
allowance during foreign service leave	1398 (9)
appointment—duty on	644 (1)
composite ship—examination and report on condition of	1073
condition of ship—quarterly examination and report on	1072
doors, hatches, side scuttles and ports—responsibility for	546 (1)
duties generally	644-8
examinations for	App. X. (Pt. XIV.)
knowledge of details of ship—examination in	339
promotion to Shipwright Lieutenant—eligibility for	299
promotion to—warrant required for	223 (2)
qualifications and examinations for	300, 308
reports to officer of the watch	619 (15)
service—how to count on promotion	252
store allowances	1417, App. VII.
waiting disposal—where borne	229 (1)
<b>Warrant Steward—</b>	
acting—meat and victualling course	315 (2)
control of	1338 (1)
promotion to, warrant required	223 (2)
qualifications for	315
waiting disposal—where borne	229 (1)
<b>Warrant Supply Officer—</b>	
acting—meat and victualling course	315 (3), 339a
candidates for—recommendation of	300 (3-4)
control of	1338 (1)
duties of	1338 (7)
examination for	App. X. (Pt. XVIa.)
qualifications for	315
<b>Warrant Telegraphist—</b>	
acting—appointment in vacancy	233
candidates—course for	338
candidates for—misconduct of	300 (5)
paying off—disposal	1129
promotion to Lieutenant	267 (2-6)
promotion to—warrant required	223 (2)
qualifications and examination for	300, 304
rank and command—order of	169
waiting disposal—where borne	229 (2)

<b>Warrant Wardmaster—</b>	ART., &c.
candidates for—recommendation of	300 (3-4)
examination—professional	App. X. (Pt. XVIb.)
paying off—disposal	1129
promotion to—warrant required for	223 (2)
qualifications for	313
waiting disposal—where borne	229 (1)
<b>Warrant Writer—</b>	
candidates for—recommendation of	300 (3), (4)
control of	1338 (1)
duties of	1338 (6), 1602 (6-8)
examination for	App. X. (Pt. XVIa.)
promotion to—warrant required	223 (2)
qualifications for	314
waiting disposal—where borne	229 (1)
<b>Warranty—stores supplied under—survey upon</b>	1837, 1840
<b>Washing—personal—facilities for</b>	555
<b>Watch—</b>	
alertness, &c., of—responsibility of officer in charge	619 (4)
cabins—claim of watchkeeping officers to	850 (5)
charge of—directions	572
engine-room staff—when to be in three watches	915 (5)
engineer officers on—employment of	954 (3)
fallen in for inspection—salute	148 (4)
instruction of midshipmen and men of	619 (16)
midshipman's qualification in engine-room watchkeeping—	
certificate of	270 (1)
mustering at night	619 (5)
night observations by military branch officers on	980
night—smoking during	548 (4)
rounds by police of	619 (14)
stokehold watchkeeping—training of Engineer Sub-Lieutenants	
and E.R.A.'s 4th Class	954 (1)
stokers—instructions as to	914
Sub-Lieutenant—duties of	624 (4)
Sub-Lieutenant's certificate in watchkeeping	267 (3)
<b>Watch and Quarter Bill—</b>	
preparation—responsibility for	900 (1), (4)
ship's steward and officers' steward and cook ratings	612 (3)
use, distribution and responsibility for	612 (1), (2)
<b>Watches</b>	1009-1010
charge of	1032
<b>Water—</b>	
analysis of supplies from shore	1293
army—sea-conveyance for	1224 (4)
boilers—record of quantities obtained for	972
distillation	1331
filters—precaution as to men cleaning	1285a (2)
oil fuel—testing of	934
tanks—medical supervision of cleansing	1293 (4)
tanks—precautions as to men cleaning	1285a (2)
ships complete with—responsibility of Flag Officer or Com-	
modore First Class	516
ships in dock—no change in quantity in boilers	1103
state of—reports by Shipwright Officer	644 (3)
stowage capacity and expenditure—return	916a
supply for personal washing and bathroom	555
supply—information as to	1772 (c)
tanks—responsibility for, and care of	644 (12)
work necessitating standing in—extra pay for	1481
<b>Water Ballast—</b>	
admission of—instructions to Shipwright Officer	644 (3)
admitted to ballast compartments—report to Officer of the	
Watch	619 (15)
<b>Water-closets—soil pipes of—examination</b>	1088
<b>Water Line—grease accumulated on</b>	1071 (h)

# Index.

# Wa—Wh

ART., &C.  
932a

<b>Watering Plant</b> —naval yards and depôts—return of, at	
<b>Water-tight Compartments</b> —	
empty—doors to be closed	543 (3)
examination of	546 (2)
inspection of	544 (3)
leaky—investigation	544 (1)
machinery and boilers in—charge of	976 (4)
test of	544
<b>Water-tight Doors and Bulkheads</b> —	
charge and efficiency of	546 (1), 957 (2)
closing—responsibility of arrangements for	545 (2), 546 (1)
closing—practice in	545 (1)
closing—record in log	1025 (3)
closing—regulations for	542
closing while under way	542 (2)
engine-room, stokehold and bunkers—closed at sea	542 (3-5)
Engineer Officers' knowledge of—examination	330
examination of	546 (2), 957 (2)
inspections—inquiry at	424 (13)
letters on	547
obstacles to closing—not to be permitted	545 (3)
opened for ventilation	542 (2)
precautions in action, at general quarters or in fog	543 (1)
Shipwright Officer's knowledge of—examination	339
signal for closing	542 (1)
survey of	1075 (2)
<b>Water-tight Fittings</b> —	
attention to	544 (2)
magazine—report of defects in	629 (4)
<b>Weather</b> —	
record in log	1025 (3)
shelter from—in neutral port in war-time	492
<b>Weighing</b> —record in log	1025 (3)
<b>Weight</b> —officers and men—quarterly record	1294 (4)
<b>Weights on Board</b> —	
changes on board while in dock	1103
examination and test of	1732
return of—on commissioning	506
return of—rendering when ship fully equipped	1066
<b>Wei-hai-Wei</b> —commissioner—salutes and visits	69 (II). (Remarks)
<b>Welfare Representations</b> —arrangements for	11
<b>Well</b> —	
sounding of	644 (5)
sounding of—during watch	619 (15)
<b>Wesleyans</b> —	
Divine Service—arrangements regarding	711-712
funeral service—arrangements for	653 (1)
<b>West Coast of Africa</b> —	
climate pay	1488-1491 (9)
foreign service leave	872 (3)
<b>Western Approaches</b> —Commander-in-Chief considered as a super- intendent	460
<b>Western Pacific</b> —High Commissioner—salute	69 (II. (note)
<b>Wharton Testimonial</b>	App. X. (Pt. II. (9-11)
<b>Wharves</b> —	
collision with—report	568 (3)
explosives—removal on going alongside	539
going alongside—retention or removal of explosives on	896 (1-3)
hire by Senior Officer	470
smoking while alongside	548 (7)
<b>Whiskers</b> —wearing of—directions	553

## Wh—Wi

## Index.

<b>White Ensign—</b>	ART., &c.
flying of . . . . .	120a
hoisting and hauling down . . . . .	120, 143 (2)
wearing by ships in commission . . . . .	118
<b>Whitewash—</b> use on iron or steel work prohibited . . . . .	1071 (g)
<b>Widows of Officers—</b>	
gratuity when husband killed in action . . . . .	1996
temporary Surgeons—gratuities, allowances, &c. . . . .	1920
<b>Widows of Petty Officers or Men—</b>	
balance of pensioner's pension payable to . . . . .	1976
coastguard men entitled to civil superannuation . . . . .	2014 (13 (note) )
good conduct gratuity—payment on death of man eligible . . . . .	750 (11), 751 (12)
gratuities in lieu of pensions . . . . .	2014 (13)
marines'—gratuities . . . . .	1195 (2)
<b>Widows' Pensions (Officers) . . . . .</b>	1977–95
applications . . . . .	1980
Chaplain's widow—conditions governing award to . . . . .	1989
commencement—date of . . . . .	1981
conditions of grant . . . . .	1978
death—claim for residue of pension on . . . . .	2024
declarations . . . . .	2019, 2025
deduction on account of officer's misconduct . . . . .	1978 (2)
forfeited by misconduct . . . . .	1978 (1)
increase by Order in Council—application of . . . . .	1982
ineligibility—causes of . . . . .	1984
length of husband's service required to qualify for . . . . .	1986
marine officers—general rules applicable . . . . .	1992
marine officers promoted from the ranks . . . . .	1995
marine officers retired since 29th June 1882 . . . . .	1993
marine officers with brevet or honorary rank . . . . .	1994
Paymaster-Captain's widow . . . . .	1990
Paymaster-Commander's widow . . . . .	1990
payment—mode of . . . . .	2024
re-marriage—as to compassionate allowances to children . . . . .	2002
re-marriage—effect upon pension . . . . .	1987–8
re-marriage—suspension in case of . . . . .	1987
re-married—choice of pension if again eligible . . . . .	1988
reserved and retired officers . . . . .	1991
resigned or retired officers killed on service . . . . .	1979
restoration on death of second husband . . . . .	1988
Royal Marine Gunners . . . . .	1209a (2)
scale of . . . . .	1977
Surgeons temporarily employed . . . . .	App. XII.
suspension owing to increase of private income . . . . .	1985
suspension when re-married . . . . .	1987
unclaimed . . . . .	1983
<b>Widows' Pensions (Men) . . . . .</b>	2014, 2016
re-marriage—effect of . . . . .	2014 (5), 2016 (5)
<b>Wills—</b>	
executed on board—transmission into office . . . . .	1589
execution by petty officers, seamen or marines . . . . .	1858
<b>Wind—</b> peculiarities—record in log . . . . .	1025 (3)
<b>Wine—</b>	
consumption of—supervision by Captain . . . . .	578 (1), (2)
duty free in H.M. Ships . . . . .	1894, 1896
extra issues as a medical precaution . . . . .	1282
gangway book for . . . . .	821 (6)
issues to sick mess . . . . .	1736
receipt on board—stocks and issues of . . . . .	845
sacramental—supply of . . . . .	1728
sale or exchange forbidden . . . . .	845 (3)
shipwreck, &c.—disposal in case of . . . . .	616 (2)
storage—place of . . . . .	1717
trafficking in—forbidden . . . . .	735
warrant officers requiring—issue to . . . . .	845 (6), (7)

# Index.

Wi

<b>Wine Accounts and Books—</b>	ART., &c.
audit—procedure . . . . .	846 (2), 848
discrepancies reported by auditors . . . . .	846 (2)
inspections—production at . . . . .	847 (6)
keeping of . . . . .	845 (8)
quarterly statement, stocktaking and audit . . . . .	846, 848
torpedo boat destroyers, &c.—responsibility . . . . .	848
<b>Wine Bills—</b>	
excessive—action by Captain . . . . .	578 (2)
inspections—enquiry at . . . . .	424 (9)
limits of . . . . .	845 (5)
settlement monthly and on discharge or paying off . . . . .	847, 848
warrant officers—limit . . . . .	845 (7)
<b>Wine Caterer—change of—procedure on . . . . .</b>	846 (3)
<b>Wine Chit Book . . . . .</b>	845 (6-8)
audit—production at . . . . .	846 (2), 848
<b>Wine Fund—</b>	
balance and statement of account—verification of . . . . .	588 (2)
balance—quarterly credit to members of mess . . . . .	847 (5), 848
balance with Accountant Officer—record of . . . . .	1668 (4)
money in Accountant Officer's custody . . . . .	1639 (3), (4)
statement of—production at inspections . . . . .	847 (6)
<b>Wings—</b>	
drying of—for painting, &c. . . . .	1088
extra pay for work in . . . . .	1475, 1491 (9)
inspection by Engineer Officer and Shipwright Officer . . . . .	644 (6)
responsibility for keeping clear . . . . .	644 (6)
<b>Wire Rope—responsibility for . . . . .</b>	973
<b>Wireless Logs . . . . .</b>	559
disposal of . . . . .	559 (4)
inspection by Captain . . . . .	559 (3)
inspections—examination at . . . . .	559 (3)
<b>Wireless Telegraph Gear and Fittings—</b>	
precautions to ensure secrecy . . . . .	538 (3)
fouling by masthead pendant—avoidance of . . . . .	119
responsibility for efficiency and upkeep of . . . . .	905
<b>Wireless Telegraph History Sheet . . . . .</b>	834 (4)
disposal on discharge . . . . .	832 (4), 835
<b>Wireless Telegraph Instructors—marine officers employed as . . . . .</b>	1176
<b>Wireless Telegraph Office—</b>	
admission to . . . . .	538 (2)
movements of ships—to be informed of . . . . .	905
precautions to ensure secrecy . . . . .	538 (2)
<b>Wireless Telegraph Stations—Marine Officers in charge—allowance to . . . . .</b>	1176
<b>Wireless Telegraphy—</b>	
allowances to officers for duties . . . . .	App. I. (Pt. I.)
assistants for—allowance to marine officers employed as . . . . .	1177
assistants for—selection and requalification of marine officers as . . . . .	1177
course for candidates for Warrant Telegraphist . . . . .	338
course for officers qualifying for Signal Lieutenant . . . . .	325 (2)
examination in for command of torpedo boats, &c. . . . .	App. X. (Pt. IV. (9) )
Lieutenant Commanders and Lieutenants—specialist allowance for . . . . .	1407
non-specialists performing duties . . . . .	1407c
P.M.G.'s certificate of proficiency—examinations . . . . .	834a
precautions to ensure secrecy . . . . .	538 (3)
ratings—employment on duties other than W/T . . . . .	906
signal ratings—training of . . . . .	332 (3), (4)
signalling—responsibility for and control of . . . . .	905
<b>Wireless Telegraphy Officer—</b>	
definition of W/T officer . . . . .	page 6 (Vol. II.)



<b>Witnesses—</b>	ART., &c.
coroner's inquest—attendance at . . . . .	577 (1)
Court of Inquiry—directions and powers in regard to . . . . .	703 (2-4)
<b>Wives—</b>	
allotment—disposal in case of death, misconduct, &c . . . . .	1622
embarkation—permission required for . . . . .	737
Greenwich Hospital allowances . . . . .	1965 (7-9)
marriage allowance . . . . .	1627
messing contribution during passage, &c . . . . .	1535-6
passage in H.M. Ships—allowance for entertainment on . . . . .	1542
passages at public expense—when allowed . . . . .	1526
pensions paid to . . . . .	1958
support of—Captain and officers to encourage . . . . .	1618 (2), 1619
<b>Women—</b>	
embarkation—permission required and report of . . . . .	737
passengers or refugees in H.M. ships—allowance for entertain- ment . . . . .	1542
victualling on passage in H.M. ships . . . . .	1633 (4)
<b>Wood—</b> supply for culinary purposes . . . . .	972
<b>Work—</b>	
extra—scale of extra pay for . . . . .	1468 (3)
fraud, &c., in connection with, to be reported . . . . .	15
in mud or water—extra pay . . . . .	1481
interest or advantage in contracts for—forbidden . . . . .	16 (1)
journal of—kept by Departmental Officers . . . . .	566 (3-7)
new—in civil or medical establishments abroad without super- intendent . . . . .	459 (4)
private individuals, or dependent or foreign Governments— performed for . . . . .	1633
<b>Work Book—</b>	
Midshipman's—use and disposal of . . . . .	App. X. (Pt. I. Sec. II. (17-19))
Navigating Officers—keeping, inspection, &c., of . . . . .	1028
<b>Working Party—</b>	
ashore in unhealthy locality—medical precautions . . . . .	1232
civil establishments abroad—employment in . . . . .	459 (7)
detached—general arrangements for . . . . .	569
dockyard—employment of . . . . .	510
dockyards—extra pay for work in . . . . .	1468a
marines in—charge of . . . . .	569 (1)
officer in charge of—duties . . . . .	569 (1)
<b>Working Suit Allowance</b> . . . . .	1444
Kroomen and Seedies—credit to . . . . .	1444
record of . . . . .	1562 (2)
<b>Working Suits—</b> working parties in the dockyards—supply of . . . . .	1468a (3)
<b>Workmen—</b>	
lights used on board ship to be extinguished . . . . .	540 (3)
messing allowance when detained on board . . . . .	1683 (2), 1699
victualling on board H.M. Ships . . . . .	1683 (2), (2a)
<b>Wounded—</b>	
diet and medical comforts for . . . . .	1273
hospital ship—medical charge in . . . . .	1254
nominal lists, &c.—name of ship to be stated . . . . .	1302 (3)
preparation for care of . . . . .	1295
reports as to treatment . . . . .	1262
sending to hospital . . . . .	1302
treatment and transport of—arrangements for . . . . .	1264
treatment—dental officer to assist in . . . . .	1311a (5)
<b>Wounds—</b>	
antiseptic precautions . . . . .	1287
claims for compensation on being pensioned . . . . .	1948
cost of cure—payment to officers of . . . . .	1910 (2), (3)
death from—report of particulars . . . . .	1296 (2)
hurt certificate for . . . . .	1318

# Index.

Wo—Wr

## Wounds—continued.

"in action"—definition . . . . .	ART., &C. 1904
payments to officers, commissioned officers from warrant rank, and warrant officers . . . . .	1352 (1-3)
record of . . . . .	1305 (2)
special service men—awards for . . . . .	App. XV. (Pt. II.)

## Wounds—Gratuities to Officers for . . . . .

commissioned officers from warrant rank and warrant officers— date of application . . . . .	1910-14 1912
conditions and amount of grant . . . . .	1910-11
marine officers wounded in action . . . . .	1898 (2)
relatives or representatives—not payable to . . . . .	1914
Surgeons temporarily employed during war or emergency . . . . .	App. XII.

## Wounds—Pensions to Officers for . . . . .

claims for—when to be made . . . . .	1897-1909
commencement—date of . . . . .	1907
commissioned officers—scale of maximum awards . . . . .	1909
commissioned officers from warrant rank and warrant officers— rates for . . . . .	1899
conditions of grant . . . . .	1900, 1902
conditions of payment . . . . .	1898
consideration of claims reserved to His Majesty . . . . .	1908
marine officers—scale for . . . . .	1897
medical survey of claimants for . . . . .	1898 (2), 1899
rank—regulation of award by . . . . .	1908
scale may be exceeded . . . . .	1905
scales . . . . .	1902
separate awards for each injury . . . . .	1899-1900
subordinate officers—rates for . . . . .	1901
Surgeons temporarily employed during war or emergency . . . . .	1900, 1902
temporary awards . . . . .	App. XII. 1903

## Wounds—Pensions or Gratuities to Men for . . . . .

badges, medal and petty time—additions for . . . . .	1931-33
claimants—examination of . . . . .	1931 (1)
claims for . . . . .	1933
disability pensions—additions to . . . . .	1948
marines . . . . .	1932 (5)
marines—additional pension for . . . . .	1206
Sergeants, R.M., with pension for—further annuity . . . . .	1197 (2), 1200 (2), 1208 (4)
special service men—award to . . . . .	1193
	App. XV. (Pt. II.)

## Wreck—

assistance in case of—procedure . . . . .	616 (3)
command, &c., of Captain and others . . . . .	177
Court-Martial on survivors . . . . .	666
duties of Captain in case of . . . . .	616
losses by officers and men through—compensation for . . . . .	1559
merchant ship—allowance for messing, &c., of master or mate of . . . . .	1556
pay in case of . . . . .	1355
receiver of—H.M. Ships to assist . . . . .	1890
Senior Officer's ship—procedure . . . . .	185

## Writ—

debt—arrest for . . . . .	813
service on board H.M. Ships . . . . .	811 (2)

## Writer—

allowance in ships not allowed an accountant officer . . . . .	App. XV. (Pt. III. (102))
control of . . . . .	1340
Engineer's—allowance to rating doing duty in ship undergoing trials . . . . .	1462
Engineer's—allowance to stoker rating acting as . . . . .	1461
Engineer's—report upon man doing duty as . . . . .	1461 (2)
Gunnery Lieutenant's—allowance to Seaman Gunner employed as . . . . .	1463
messing arrangements . . . . .	852
superior duty performed by—pay . . . . .	1432 (5)
wages, prize shares, qualifications, &c. . . . .	App. XV. (Pt. I.)

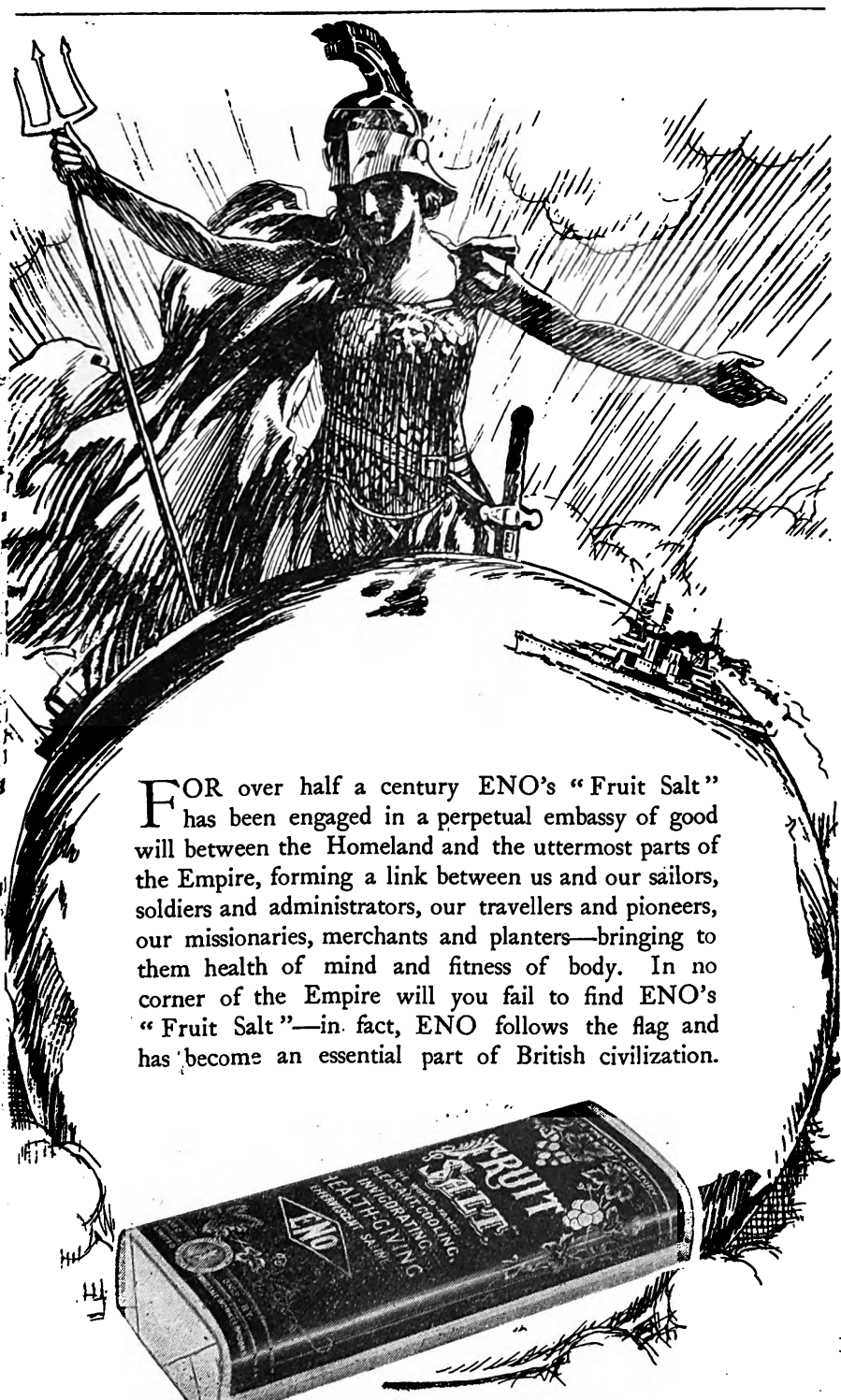


## Y

<b>Yachts—His Majesty's—</b>	ART., &c.
abroad—report to senior officer present	407
clothing allowances in—record of	1562 (2)
commanding officer meeting a senior officer—procedure	407
orders not to be issued to	467
<b>Yangtze River—colour of ships on</b>	1054 (2)
<b>Yard Craft Men—</b>	
Greenwich age pensions for	1961
Greenwich Hospital benefits for	1968
pension—time counting for	1943 (7)
pensioners employed as	1957
<b>Yards of Ship—</b>	
alterations in establishment of	1069 (1)
condition of—inspections and reports by Shipwright Officer	
as to	644 (1), (2)
examination of, and report to Officer of the Watch	619 (15)
injury to—report by Captain	568 (1)
<b>Yarmouth Hospital—Greenwich Hospital allowances to wives and families of men in</b>	1965 (7–9)
<b>Year—meaning of the term</b>	page 8 (Vol. II)
<b>Yearly—meaning of the term</b>	page 8 (Vol. II)
<b>Yeoman of Signals—</b>	
advancement to	376a
paying off—disposal on	1129
promotion of	381–2
wages, prize shares, qualifications, allowances, &c.	App. XV.
<b>Yeoman of Stores—</b>	
allowance	App. XV. (Pt. III., No. 103)
recommendations for—notation	835 (4)
retention temporarily upon recommissioning of ship	1397 (8)
ship undergoing trials, &c.—allowance to rating doing duties in	1462
<b>Youths—victualling arrangements and allowance</b>	1682 (2 (d), (e))

## Z.

<b>Zanzibar—British Resident—salutes and visits</b>	69 (III) (Note)
<b>Zymotic Ward Attendant—allowance for employment as</b>	App. XV. (Pt. III. (79))



FOR over half a century ENO's "Fruit Salt" has been engaged in a perpetual embassy of good will between the Homeland and the uttermost parts of the Empire, forming a link between us and our sailors, soldiers and administrators, our travellers and pioneers, our missionaries, merchants and planters—bringing to them health of mind and fitness of body. In no corner of the Empire will you fail to find ENO's "Fruit Salt"—in fact, ENO follows the flag and has become an essential part of British civilization.



THE WORDS "FRUIT SALT," ENO, AND THE LABEL ON THE PACKAGE ARE REGISTERED TRADE MARKS

x 21688



**B**EFORE the coming of steam and steel, James Shoolbred had established his modest shop in George the Fourth's Tottenham Court Road.

To-day the House of Shoolbred still stands—bigger and wider-reaching and deeper in resource for its ten decades of growth.

It is a huge modern storehouse packed with merchandise that runs the whole gamut of purposes and prices. And behind it is the Shoolbred heritage of three generations. Three generations of service ; three generations of steadfast sticking to quality.

You will be *satisfied* at Shoolbreds.

Furniture — Drapery — Clothing — Provisions.

**JAMES SHOOLBRED & CO., LTD., Tottenham Court Road,  
LONDON, W. 1.**

# SHOOLBRED'S

*The Quality House  
Since 1822*

# n all Climates

ANZORA Hair Preparation is ideal—  
an, beautifully  
ling, and doesn't  
rm. Whether you  
doing P.T. before  
akfast, on watch  
dirty weather, or  
the beach, you  
a be certain your  
ir remains as you  
shed it to be when  
u first brushed it  
the morning.



Anzora Cream for greasy scalps.  
Anzora Viola for dry scalps.  
1/6 & 2/6 (double quantity) bottles.  
Available from Chemists, Hairdressers, Stores, etc.  
**REFUSE ALL SUBSTITUTES.**

# ANZORA

## MASTERS THE HAIR

ANZORA PERFUMERY CO., LTD.,  
Willesden Lane, London, N.W.6.

**COMPLETE ADVERTISING CAMPAIGNS  
PREPARED, PLANNED & EXECUTED.  
ESTIMATES FREE.**

*Specialists in Prospectus, Company  
Meeting and Financial Advertising.*

# BERRY'S ADVERTISING AGENCY,

(Advertising Contractors to H.M. Government)

**ABBEY HOUSE,  
WESTMINSTER, S.W.**

Telephone : 2119 Victoria.

# GORDON'S



*“The Heart of a  
Good Cocktail”*





## Almack's.

**I**N the early days of the nineteenth century Almack's was the seventh heaven of the fashionable world and it is difficult nowadays to realise with what tremendous eagerness admission was sought to its very exclusive portals. So strict indeed was the vigilance of the lady patronesses whose smiles or frowns settled the matter that, in 1814, of the three hundred officers of the Foot Guards, not more than half a dozen were considered worthy to be honoured with vouchers of admission.

Naturally all the wiles of diplomacy were invoked, the greatest finesse employed and a host of intrigues set in motion by earnest seekers after an invitation to Almack's, and it must not be thought that these were confined to the ranks of the parvenus. Often enough, persons whose rank and fortune justly entitled them to the entrée to the most august circles were excluded by the caprice of the lady patronesses, and the latter were as strict as to the etiquette of dress as to that of admission. They issued a proclamation that no gentleman should appear at the assemblies unless attired in knee-breeches, white cravat and "chapeau bras" and on one occasion the Duke of Wellington himself was stopped by the vigilant Mr. Willis, grandson of the establishment, with the words "Your Grace cannot be admitted in trousers."

History records that the Duke with his known respect for orders quietly walked away, but it does not contain any suggestion that even in this most exclusive of resorts was John Haig Whisky ever anything but cordially welcomed, for even in 1814, be it noted, this the *original* Haig Whisky had already been known and respected by the discriminating everywhere for nearly two centuries



By Appointment.

*Dye Ken*  
**John**  
**Haig?**

*The Clubman's Whisky since 1627*

THE  
KING'S REGULATIONS  
AND  
ADMIRALTY INSTRUCTIONS  
FOR THE GOVERNMENT OF  
HIS MAJESTY'S NAVAL  
SERVICE,  
VOLUME II.,  
1923.

*(Containing Addenda issued to the Regulations and  
Appendices up to 31 December 1923, and Index.)*



LONDON:

PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.

To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:  
Adastral House, Kingsway, London, W.C. 2; 28, Abingdon Street, London, S.W. 1;  
York Street, Manchester; 1, St. Andrew's Crescent, Cardiff;  
or 120, George Street, Edinburgh;  
or through any Bookseller.

1924.

Price 5s. Net.

ATM

ES

ME

ME

ME







UNIVERSITY OF ILLINOIS-URBANA  
359.0942 G79K19 C001 v.2(1923)  
King's regulations and Admiralty Instruc



3 0112 088071748